



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**US ARMY COMMUNITY AND FAMILY SUPPORT CENTER**  
**4700 KING STREET**  
**ALEXANDRIA VA 22302-4418**

20 November 2002

S: Implementation NLT 15 Jan 03  
S: Fee Review Reports 15 Apr 03

CFSC-CYS

**MEMORANDUM FOR DIRECTOR, INSTALLATION MANAGEMENT AGENCY**

**SUBJECT: Calendar Year (CY) 2003 Army Child and Youth Services (CYS) Fee Policies and Guidance**

**1. References.**

- a. Memorandum, Assistant Secretary of Defense (Force Management and Personnel), 3 November 2002, subject: Department of Defense (DoD) Child Development System Fee Ranges for Calendar Year 2003.
- b. Memorandum, CFSC-SF-CY, 30 March 2000, subject: 1999-2000 Child Development and School-Age Care Fees – Basic Allowance for Housing (BAH) Type II Policy Revision.
- c. Public Law 104-106, Section 1793, National Defense Authorization Act for Fiscal Year 1996.
- d. Change 1, AR 608-10, Child Development Services, 18 July 1997.
- e. AR 215-1, Morale, Welfare and Recreation Activities and Non-Appropriated Fund Instrumentalities, 25 October 1998.
- f. Department of Defense Instruction (DODI) 6060.2, 19 January 1993, subject: Child Development Programs.
- g. Department of Defense Instruction (DODI) 6060.3, 19 December 1996, subject: School-Age Care Program.
- h. Memorandum, CFSC-CYS, July 2000, subject: Child and Youth Services (CYS) Open Recreation.
- i. Memorandum, CFSC-FSCY, 7 July 1995, subject: Marketing Child Development Center (CDC) Fees.
- j. Memorandum, CFSC-CYS, Jun 2001, subject: Child and Youth Services (CYS) Space Census

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SUBJECT: CY03 Army Child and Youth Services (CYS) Fee Policies and Guidance

2. This memorandum outlines fee policies and guidelines for Army Child and Youth Services to include Child Development Centers, School-Age Centers/Programs, Family Child Care, Middle School/Teen Programs and Team Sports. Implementation of CY03 CYS fees must occur between 1 Jan 03 and 15 Jan 03. Installations using Child and Youth Services Management System (CYMS) must update the CYMS Set-Up Tables prior to the effective date of the new fee rates.

3. The Army CYS fee policy is based on Department of Defense policy (reference 1 a) and must be implemented consistently within and across Installation Management Agency (IMA) Regions. This ensures consistency and predictability of CYS fee structure and procedures for Army patrons as they move from installation to installation and Region to Region. Calendar Year 2003 Army fee policies, implementing guidance and fee ranges for CYS programs are at separate enclosures:

- a. Enclosure 1. Army Child Development Centers (CDC).
- b. Enclosure 2. Army School-Age Centers/Programs (SAC).
- c. Enclosure 3. Army Middle School/Teen Programs (MST).
- d. Enclosure 4. Army Family Child Care (FCC).
- e. Enclosure 5. Army Team Sports.

4. The DoD CY03 fee income ranges in Categories 1 and 2 have been changed to meet current indices of inflation using the DoD Comptroller rates of inflation. These fees apply to families who attend regularly scheduled CDC and SAC and are provided at enclosures 1a-b (CDC Fees) and 2a (SAC Fees). Fee ranges for Categories 3-6 remain unchanged.

5. Total family income (TFI) for CY03 will be based on the:

- a. December 2002 Leave and Earning Statement (LES) pay and allowances (except Basic Allowance for Housing (BAH), plus the 2003 BAH II Chart rate for rank/grade or;
- b. December 2002 LES pay and allowances plus the 2003 local BAH when actual location rate is lower than the BAH II Chart rate.

The 2003 BAH II Chart will be available 1 Dec 2002 at  
[www.dtic.mil/perdiem/2003bah2.html](http://www.dtic.mil/perdiem/2003bah2.html)

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6. Fees apply to school grades served by the specific CYS Programs, not to the age of the individual child/youth.

a. School-Age Programs serve children generally in grades 1<sup>st</sup> through 6<sup>th</sup> (may be through 5<sup>th</sup> grade depending on local school configuration).

b. Middle School Programs serve youth generally in grades 7<sup>th</sup> through 9<sup>th</sup> (may include 6<sup>th</sup> grade depending on local school configuration).

c. Teen Programs serve youth in grades 10<sup>th</sup> through 12<sup>th</sup> (may include 9<sup>th</sup> depending on local school configuration).

7. Children advance to the next program (i.e., Kindergarten to School-Age, School-Age to Middle School) at the beginning of the next new school year, e.g., an elementary school child remains in the CYS School-Age Program through the summer and becomes eligible to participate in the Middle School Program when the new school year begins (August/September) at that installation.

8. Installation fee schedules will not adjust/change more than once annually (calendar year) in accordance with Army established implementation dates.

a. Individual patron fees may change within a calendar year only when a financial hardship exists that has been reviewed and approved by the Commander or designee or when a patron moves from part-time care to full time care.

b. Any other adjustments to fees based on patron status changes (i.e., promotions, pay raise) will not occur until the next fee schedule change in accordance with Army policy and implementation dates, e.g., Fort X implements the CY03 fees in Jan 03 and SGT Smith gets promoted to SSG in Apr 03. SSG Smith's fees will not be adjusted for the pay raise until the CY04 Army implementing fee guidance is effective.

9. Funding for required Family Child Care (FCC) subsidies is contained in FY03 MDEP QCCS Installation Management (IMA) Region allowances (See enclosure 4).

10. The CY03 annual CYS registration fee is \$15.00 per child or \$35.00 per family, i.e., \$30 for a family registering two children or \$35 for a family registering 3 or more children. This standard registration fee creates predictability and continuity from installation to installation and consistency among Army CYS programs. The CY04 registration fee will increase to \$18.00 per child or \$40.00 per family.

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a. The annual registration fee is collected by CYS Liaison, Education and Outreach Services (CLEOS)/Outreach Services (formerly Supplemental Programs and Services) and revenue used to support all CYS programs (See enclosure 6, FY03 NAF Budget Guidance, Child and Youth Services Overview).

b. This annual registration fee applies to all CYS programs, i.e., Child Development Services (CDS), School-Age Services (SAS), Youth Services (YS) including Youth Sports and Fitness, Instructional Programs and Outreach Services.

c. Patrons will pay the CYS registration fee only once per year. The registration fee is good for one calendar year, e.g., February 02 to February 03. The registration fee has reciprocity Army-wide (transferable from installation to installation within a twelve month period) with appropriate documentation of enrollment status, i.e., registration fee receipt, written or email verification of enrollment date from previous installation, a paper copy of CYMS file from previous installation, etc. Installations should ensure that information about retention of the registration fee receipt for reciprocity is in the Parent Handbook and/or fee marketing information.

11. A multiple child reduction (MCR) discount for care will be given in all regular full day and part-day CYS programs except Instructional Programs and Family Child Care homes not subsidized for fee equity. This MCR discount, per Army Family Action Plan (AFAP) issue #352 Equitable Child Care Fees, is given to a family with multiple children (after the first) attending CYS programs.

a. A single MCR discount of at least 10%, but not more than 20%, will be given patron families with multiple children after the first and must be applied to the least expensive type(s) of care. Installations must select either a 10%, 15% or 20% MCR. The selected MCR will be applied to each child in the same family after the first child pays the full cost of care. Progressive MCR discounts for the 2<sup>nd</sup> and 3<sup>rd</sup> child, are not authorized, e.g., 2<sup>nd</sup> child 10% discount, 3<sup>rd</sup> child 15% discount. Discount is applied to the least expensive type(s) of care.

b. An hourly care MCR may be given when all children in the family are in hourly care at the same CYS program/facility during the same time period.

12. A CYS Team Sports multiple child reduction (TSMCR) will be given to a family with multiple children (after the first) participating in the same team sport, i.e., the first child pays the full fee with each remaining child in the same family receiving the selected

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installation MCR (10%, 15% or 20%) discount. Progressive MCR discounts for the 2<sup>nd</sup> and 3<sup>rd</sup> child, in the same family, are not authorized.

13. Fees for regularly scheduled CDC and SA programs may be reduced or waived. Any such reductions must be based on specified criteria approved by the installation Commander. Information on criteria must be provided to patrons/CYS Parent/Youth Advisory Board. Fee reductions may not negatively impact CYS financial goals.

a. Child Development Center and School-Age fees may be reduced for parents who volunteer on a regular basis in CYS programs and/or for defined projects. This locally determined parent participation discount (PPD) may be up to 10% in addition to the MCR discount.

b. The Middle School/Teen CYS registration fee and/or special events fees may be reduced or waived when a youth/teen volunteers in a CYS program. This is called the youth volunteer discount (YVD).

c. Discounts for CYS volunteer coaches' children participating in any CYS team sport in a given season are authorized as follows: the first child may be free and all other children in the family may receive a 50% MCR discount. This is called the coaches discount (CD). Sports coaches cannot combine their CD discount with any other discount in order to further decrease their sports participation fee.

d. The CYS registration fee will be waived for FCC providers' own children, e.g., a FCC Provider who enrolls their child in a CYS instructional ballet class does not pay the CYS registration fee.

14. A summary of CYS patron fee discount options is at enclosure 7.

15. Late payment fees will be applied to each account/child, not to a family. Installations will establish a grace period of 1-5 days after the payment due date before late payments are assessed. Late payment fees may be waived or modified by the CYS Coordinator or designee for financial hardship and/or extenuating circumstances.

16. Fees for Instructional Programs/classes will be locally determined. However, Instructional Program patron fees and the CYS-to-contractor income split should sustain the activity and be fiscally responsible. The recommended CYS-to-contractor split range is 30-40% to 60-70%. Army fee ranges for Instructional Programs and CYS-to-contractor percentages split will be established in CY04 Army Fee policy.

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17. Parents must provide child/youth social security numbers as part of the CYS installation registration/re-registration process. The Army requires all CYS patron records to include child/youth social security numbers.

18. In accordance with Change 1, AR 608-10, paragraph 3-5, installations will conduct an annual audit of randomly selected CYS patron income information provided for child care/school-age fee calculations. Installation Internal Review (IR) personnel should conduct this audit.

19. Installation commanders and program managers should evaluate current rates and fee practices in relation to DoD/Army guidance, programs and services offered, financial goals and local civilian/other military service rates and make adjustments as required. The CYS Revenue Projection Tool should be used as a tool to support CYS fiscal goals, assess impact of fee changes, and provide validation for fee selections.

20. Installation CYS and Marketing staff should work together to develop a local strategy for publicizing the CY03 fee schedules, the demonstrated value of the CYS dollar, and the quality and scope of CYS services provided (see reference 1f for examples).

21. The Department of Defense tasks the Military Services to conduct an annual fee review. Request each region provide NLT 15 Apr 03 the first quarter CY03:

a. Child Development Center and School-Age region fee roll-up information in format to be provided electronically. Enclosures 8 and 9 (draft roll-up tools) are provided for information and to assist in data collection. Enclosures 8 and 9 will be updated to include two new DoD data elements required.

(1) Number of patrons in Category 2 who moved to Category 1 based on expansion of Category 1 fee range.

(2) Number of dual career patrons who changed fee categories because of the change in the way BAH for dual career patrons is calculated (See enclosure 1, paragraph 5 a (1) and enclosure 2, paragraph 9 a (1)).

b. Roll-up of Team Sports fee information in format at enclosure 10.

c. Family Child Care subsidy roll-up in format at enclosure 11 (to be provided at a later date) and individual installation information in format at enclosure 12.

The Army Child Development Center and School-Age Fee Impact Data from FY02 is provided at enclosure 13.

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22. The CFSC points of contact are Ms. Shirley A. Young, DSN 761-5389, commercial (703) 681-5389, or E-mail: shirley.young@cfsc.army.mil, and Linda Shiles, DSN 761-5398, commercial (703) 681-5398, E-mail: linda.shiles@cfsc.army.mil, or Fax (703) 681-5398.

FOR THE COMMANDER:



PETER H. MARTINI  
LTC, IN  
Chief of Staff

13 Encls

CF:

IMA Northeast Region, ATTN: SFIM-NE-MWR  
IMA Northwest Region, ATTN: SFIM-NW-MWR  
IMA Southeast Region, ATTN: SFIM-SE-MWR  
IMA Southwest Region, ATTN: SFIM-SW-MWR  
IMA Korea Region, ATTN: SFIM-KO-MWR  
IMA Europe Region, ATTN: SFIM-EU-MWR  
IMA Pacific Region, ATTN: SFIM-PA-MWR

CFSC-HRT

## CALENDAR YEAR (CY) 2003 ARMY CHILD DEVELOPMENT CENTER FEE POLICY

**BACKGROUND:** Section 1793(a) of Title 10, United States Code requires Department of Defense (DoD) to establish a uniform fee structure for all military child development centers. The DoD prescribed fees are based on total family income (TFI) and apply to all children who attend on a regular basis.

### FEE POLICIES:

1. Army CY03 fee ranges, standard and designated geographical high cost areas, include leave and are provided at enclosures 1a – 1b. Implementation of CY03 fees must occur between 1 Jan 03 and 12 Jan 03.

a. Fees apply to children 6 weeks through 5 years attending full day and regularly scheduled part day programs in child development centers, kindergartens, annexes, and satellite sites.

b. The Army CYS fee policy is based on Department of Defense policy (ref a) and must be implemented consistently within and across installation Management Agency (IMA) Regions. This ensures consistency and predictability of CYS fee structures and procedures for Army patrons as they move from installation to installation and Region to Region.

c. The DoD CY03 fee income ranges in Categories 1 and 2 have been changed to meet current indices of inflation using the DoD Comptroller rates of inflation. These fees apply to families who attend regularly scheduled CDC and SAC Programs. Categories 3-7 remain unchanged.

d. The DoD CY03 fee ranges are at enclosures 1a-b (CDC Fees) and 2a (SAC Fees) respectively.

e. The optional high cost fee ranges have been extended for areas where it is necessary to pay higher wages in order to compete in the labor market.

f. The Cost of Living (COLA) option and the high cost option may not be used simultaneously.

g. The percentage of fee increase in the high cost option ranges may not exceed percentage increase in COLA, differential pay or locality pay.

h. Fees for regularly scheduled programs should be collected in advance of services rendered. The monthly payment plan is recommended.



2. Army Family Action Plan (AFAP) issue #352 Equitable Child Care Fees, established a special rate for Army patrons with total family income (TFI) below an established level. This special fee in CY03 will be \$42 per week Army-wide (\$190 per month) for those families with TFI of \$28,000 or less (Category 1).

3. Fees for full day kindergarten (operated by CYS) will be based on the CDC fee policy regardless of program location. Fees for kindergarten children coming to any CYS location before and/or after attending public or private school kindergarten will be based on the Army School-Age fee chart (enclosure 2a) using a rate corresponding to the number of hours of care provided.

4. Fees for school-age children (1<sup>st</sup> through-5<sup>th</sup> or 6<sup>th</sup> grade depending on local elementary school configuration) receiving care in Army Child Development Centers will be based on the Army School-Age Fee Policy (See enclosure 2, Calendar Year 2003 Army School-Age Fee Policies).

5. Patrons must use DD Form 2652, "Application for Department of Defense Child Care Fees" (enclosure 1c) to document TFI and determine applicable fees.

a. The Basic Allowance for Housing- BAH II Chart will be used to compute TFI. The 2003 BAH II Chart will be provided under separate cover and available at local finance officers and website [www.dtic.mil/perdiem/2003bah2.html](http://www.dtic.mil/perdiem/2003bah2.html), after 1 Dec 02. BAH on the Leave and Earning Statement (LES) will not be used because it includes locality adjustments (VHA or OHA) not counted as TFI, except as provided under paragraph 5a(3) below.

(1) For all dual military personnel, regardless of where they reside (on or off-post), include only the BAH II (Column 4, Married with Dependents Rate) of the senior ranking member in calculating TFI, disregarding the instructions of DD Form 2652 which will be changed to reflect this new guidance.

(2) For single parents use the BAH II Chart, Column 4, Married with Dependents Rate to calculate TFI.

(3) In areas where the local BAH rate is lower than the BAH II chart rate, the local BAH rate should be used.

(4) Since the BAH II Chart is based on the calendar year, programs will use the 2003 BAH II chart (due for release 1 December 2002) for establishing CY03 TFI and fee categories. The 2003 BAH II chart is (will be) available at local finance offices and website [www.dtic.mil/perdiem/2003bah2.html](http://www.dtic.mil/perdiem/2003bah2.html)).

b. Service members will refer to the BAH Type II Chart or local BAH Chart, when lower, to locate the allowances or in-kind amount by pay grade and enter at block 5d on DD Form 2652.

c. Patrons who do not wish to complete DD Form 2652, providing proof of income, will be charged the Category 6 fee.

6. Total family income (TFI) is defined as all earned income and includes wages, salaries, tips, long-term disability benefits, voluntary salary deferrals, quarters allowances, subsistence allowances, in-kind quarters and subsistence allowances received by military members, and anything else of value, even if not taxable, that was received for providing services. Military specialty pay, (e.g., flight pay, sea pay), should be included in TFI. Income received under the Family Subsistence Supplemental Allowance (FSSA) must be included when calculating TFI. However, patrons receiving FSSA will receive an automatic financial hardship offset to ensure that the FSSA income does not move the patron into a higher fee category. The FSSA offset will be equivalent to the FSSA income, and used only when the inclusion of the FSSA income in TFI moves the patron to a higher fee category. Patrons receiving the FSSA offset should be reported as financial hardship cases on the Fee Review Report. For Army purposes, TFI does not, include combat zone pay, hostile fire/imminent danger pay, variable housing allowance (VHA), overseas housing allowance (OHA), child support, alimony or family separation pay.

7. All earned income, as well as minimum BAH and Basic Allowance for Subsistence, will be added to determine TFI. The most recent copy of the spouse's W-2 or a leave and earning statement should be used to verify the income for non-military personnel. Parents' income should be verified annually at the time the new rates go into effect or when a patron re-registers.

8. For blended families, the TFI of the household in which the child spends most of his or her time must be used for TFI. Fees for legally separated families will be supported by a legal separation document or a notarized statement documenting that patron is legally separated. All other fee determinations related to family structure/situations will be resolved locally.

9. Parents have up to two weeks of leave annually based on enclosures 1a and b with no fees during their leave and without loss of their child care space.

a. Leave should be given in no less than one week increments since smaller increments are difficult to manage administratively.

b. Refunds/reimbursements for leave not taken are not authorized.

c. Leave cannot be accumulated from year to year.

10. Refunds for occasional child absences are not authorized. Facility, staffing and program costs continue even when an individual child is not present.

11. CY03 Army-wide fees for hourly care will be \$2.50 per hour and an optional \$3.00 per hour in high cost areas. The hourly fee for Category 1 will be \$2.00 for standard

and high cost areas. An hourly care multiple child reduction may be given when all children are in hourly care at the same CYS program/ facility for the same hours. Installations may offer lower hourly rates for respite emergency or in-processing care. The hourly fee in CY04 will increase to \$3.00 (standard) and \$3.50 (high cost areas). The hourly fee for Category 1 patrons will be \$2.25.

12. Miscellaneous fees will not be charged. Funding for food, field trips, supplies, program materials and activities will be budgeted expenses.

13. Commanders may establish a local policy for:

- a. Patron refunds for unexpected, prolonged absenteeism due to serious illness or family emergency.

- b. Fees for documented financial hardship cases.

14. Late pick-up fees are authorized. The Army-wide CY03 family late fee is \$1.00 per minute or a maximum of \$15.00 per CYS site (e.g., if a patron has a child in CDC 1, CDC 2, and SAS, the late fee will be assessed and paid to each site). The facility director or designee may waive or modify the late pick-up fee for extenuating circumstances. Commanders may establish local policies for consistent and repeated late pick-up offenders, e.g., other child care placement options.

**Calendar 2003 Child and Youth Services (CYS) Child Development Center Fee Schedule**  
**--- STANDARD CHILD CARE FEE RANGES (WITH 2 WEEKS LEAVE) ---**

Income Category	DoD Weekly	Army Monthly	Army Semi-Monthly		Income Category	DoD Weekly	Army Monthly	Army Semi-Monthly
\$0 - \$28,000	\$42	\$190	\$95		\$28,001 - \$34,000	\$52	\$236	\$118
						53	240	120
						54	245	123
<b>CAT I</b>					<b>CAT II</b>	55	249	125
<b>2 Weeks Leave</b>					<b>2 Weeks Leave</b>	56	254	127
						57	258	129
						58	263	132
						59	268	134
						60	272	136
						61	277	139
						62	281	141
						63	286	143
						64	290	145
						65	295	148
						66	299	150
						67	304	152
						68	308	154
\$34,001 - \$44,000	\$63	\$286	\$143		\$44,001 - \$55,000	\$77	\$349	\$175
	64	290	145			78	354	177
	65	295	148			79	358	179
<b>CAT III</b>	66	299	150		<b>CAT IV</b>	80	363	182
<b>2 Weeks Leave</b>	67	304	152		<b>2 Weeks Leave</b>	81	367	184
	68	308	154			82	372	186
	69	313	157			83	376	188
	70	317	159			84	381	191
	71	322	161			85	385	193
	72	326	163			86	390	195
	73	331	166			87	394	197
	74	336	168			88	399	200
	75	340	170			89	404	202
	76	345	173			90	408	204
	77	349	175			91	413	207
	78	354	177			92	417	209
	79	358	179					
	80	363	182					
	81	367	184					
\$55,001 - \$70,000	\$90	\$408	\$204		\$70,001+	\$105	\$476	\$238
	91	413	207			106	481	241
	92	417	209			107	485	243
<b>CAT V</b>	93	422	211		<b>CAT VI</b>	108	490	245
<b>2 Weeks Leave</b>	94	426	213		<b>2 Weeks Leave</b>	109	494	247
	95	431	216			110	499	250
	96	435	218			111	503	252
	97	440	220			112	508	254
	98	444	222			113	512	256
	99	449	225			114	517	259
	100	453	227			115	521	261
	101	458	229			116	526	263
	102	462	231			117	530	265
	103	467	234			118	535	268
	105	476	238			119	540	270
	106	481	241			120	544	272
	107	485	243			121	549	275
						122	553	277

- Monthly fee was determined by multiplying DoD weekly fee x 52.14 weeks and dividing by 11.5 months (rounded to the nearest dollar).
- Semi-monthly fee is 50% of monthly fee (rounded UPWARD to the nearest dollar).

# Calendar 2003 Child and Youth Services (CYS) Child Development Center Fee Schedule

## --- HIGH COST AREAS (WITH 2 WEEKS LEAVE) ---

Income Category	DoD Weekly	Army Monthly	Army Semi-Monthly	Income Category	DoD Weekly	Army Monthly	Army Semi-Monthly
\$0 - \$28,000	\$42	\$190	\$95	\$28,001 - 34,000	\$57	\$258	\$129
CAT I 2 Weeks Leave				58	263	132	
				59	268	134	
Standard Fee Range Chart Used For This Income Category				CAT II 2 Weeks Leave	60	272	136
				61	277	139	
				62	281	141	
				63	286	143	
				64	290	145	
				65	295	148	
				66	299	150	
				67	304	152	
				68	308	154	
				69	313	157	
				70	317	159	
				71	322	161	
				72	326	163	
				73	331	166	
34001	\$69	\$313	\$157	\$44,001 - \$55,000	\$82	\$372	\$186
\$44,000	70	317	159	83	376	188	
	71	322	161	84	381	191	
CAT III 2 Weeks Leave	72	326	163	CAT IV 2 Weeks Leave	85	385	193
	73	331	166	86	390	195	
	74	336	168	87	394	197	
	75	340	170	88	399	200	
	76	345	173	89	404	202	
	77	349	175	90	408	204	
	78	354	177	91	413	207	
	79	358	179	92	417	209	
	80	363	182	93	422	211	
	81	367	184	94	426	213	
	82	372	186	95	431	216	
	83	376	188	96	435	218	
	84	381	191	97	440	220	
	85	385	193	98	444	222	
	86	390	195				
\$55,001-\$70,000	\$93	\$422	\$211	\$70,001 +	\$107	\$485	\$243
	94	426	213	108	490	245	
	95	431	216	109	494	247	
CAT V 2 Weeks Leave	96	435	218	CAT VI 2 Weeks Leave	110	499	250
	97	440	220	111	503	252	
	98	444	222	112	508	254	
	99	449	225	113	512	256	
	100	453	227	114	517	259	
	101	458	229	115	521	261	
	102	462	231	116	526	263	
	103	467	234	117	530	265	
	104	472	236	118	535	268	
	105	476	238	119	540	270	
	106	481	241	120	544	272	
	107	485	243	121	549	275	
	108	490	245	122	553	277	
	109	494	247	123	558	279	
	110	499	250	124	562	281	
	111	503	252				
	112	508	254				

- Monthly fee was determined by multiplying DoD weekly fee x 52.14 weeks and dividing by 11.5 months (rounded to the nearest dollar).

- Semi-monthly fee is 50% of monthly fee (rounded UPWARD to the nearest dollar).

# APPLICATION FOR DEPARTMENT OF DEFENSE CHILD CARE FEES

## PRIVACY ACT STATEMENT

**AUTHORITY:** Public Law 101-189, Section 1504; E.O. 9397.

**PRINCIPAL PURPOSE(S):** To collect total family income data to determine child care fees.

**ROUTINE USE(S):** None.

**DISCLOSURE:** Voluntary; however, failure to furnish information will result in placement in the highest fee range.

### SECTION I - DEPENDENT CHILDREN

To determine child care fees for your child(ren), or any child(ren) you legally claim as your dependent(s), you must complete, sign, and return this form to the director of the program you are applying for. Fees will be determined based on your total family income as defined below. If you do not wish to disclose your total family income, your rate will be set automatically at the highest fee level.

1. NAME OF EACH CHILD <i>(LAST, First, Middle Initial)</i>	2. DATE OF BIRTH <i>(YYYYMMDD)</i>	3. AGE	4. CARE REQUESTED
a.			
b.			
c.			
d.			
e.			

### SECTION II - ANNUAL FAMILY INCOME *(To be completed by sponsor. Include all military and civilian earned income for sponsor and spouse.)*

Enter your annual income data as requested; e.g., multiply the most recent monthly income by 12 or if paid on a biweekly income, enter the most recent biweekly income and multiply by 26. For purpose of determining child care fees in DoD Child Care program, total family income is defined as all earned income including wages, salaries, tips, long-term disability benefits, combat pay and voluntary salary deferrals. Include all earned income such as wages, salaries, tips, long-term disability benefits, voluntary salary deferrals, retirement or other pension income, etc., before deductions for taxes, social security, etc. Include quarters subsistence and other allowances appropriate for the rank and status of military or civilian personnel whether received in cash or in kind. For dual military living in government quarters include BAH-II of senior member only. Include anything else of value, even if not taxable, that was received for providing services. DO NOT INCLUDE cost of living allowance (COLA) received in high cost areas, alimony and child support, temporary duty allowances or reimbursements for educational expenses.

#### 5. SPONSOR

a. NAME <i>(LAST, First, Middle Initial)</i>	b. SSN	c. YEARS OF MILITARY/CIVIL SERVICE	
d. INCOME			
(1) BASE PAY <i>(Most recent leave and earnings statement)</i>	(2) BASIC ALLOWANCE FOR HOUSING <i>(Or in-kind equivalent) (Annual chart of minimum BAH-II)</i>	(3) BASIC SUBSISTENCE ALLOWANCE <i>(Or in-kind equivalent)</i>	(4) OTHER EARNED INCOME AS DESCRIBED ABOVE

#### 6. SPOUSE

a. NAME <i>(LAST, First, Middle Initial)</i>	b. SSN	c. YEARS OF MILITARY/CIVIL SERVICE
----------------------------------------------	--------	------------------------------------

d. INCOME

7. OTHER EARNED INCOME AS DESCRIBED ABOVE	8. TOTAL INCOME FOR SPONSOR, SPOUSE, AND OTHER
-------------------------------------------	------------------------------------------------

### SECTION III - CERTIFICATION OF SPONSOR *(Required for Category I - IV. Please read the following statement carefully before signing.)*

I certify that all of the above information is true and correct and that all family income of the spouse and sponsor is reported. I understand that this information is being given in order to determine child care fees to be paid and that Federal funds are used to subsidize the cost of child care. I also understand that the installation commander may verify the information on the application; and that deliberate misrepresentation of this information may subject me to prosecution under applicable State and Federal laws. See 18 U.S.C. Section 1001.

9. SIGNATURE OF SPONSOR*	10. SIGNATURE OF SPOUSE	11. DATE SIGNED <i>(YYYYMMDD)</i>
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*\*If signature is missing, the fees will automatically be placed at the highest level.*

12. TELEPHONE NUMBERS <i>(Include Area Code)</i>	13. HOME ADDRESS <i>(List apartment number and 9-digit ZIP Code)</i>
a. HOME	
b. WORK	
(1) SPONSOR	
(2) SPOUSE	

### SECTION IV - FOR CHILD DEVELOPMENT CENTER USE ONLY

14. CATEGORY OF APPROVAL	15. AUTHORIZED FEES
16. DATE OF APPROVAL <i>(YYYYMMDD)</i>	17. NAME OF CHILD DEVELOPMENT PROGRAM OFFICIAL

## CALENDAR YEAR (CY) 2003 ARMY SCHOOL-AGE FEE POLICY

**BACKGROUND:** Department of Defense Instruction (DODI) 6060.3 requires DoD to establish a uniform fee structure for military School-Age programs. The DoD prescribed fees are based on total family income (TFI) and apply to all children who attend on a regular basis. Army School-Age Centers/Programs will serve elementary school children in grades 1-6 (or 5<sup>th</sup> depending on local school configuration or unless the 6<sup>th</sup> grade is included in the local middle school/junior high program). Typically these children are 6-10 years of age. Program eligibility for CYS School-Age Centers/Programs is based on local school grade configuration of the community/installation elementary school, not on the age of participants.

### FEE POLICIES:

1. The Army 2003 School-Age Weekly Fee Ranges, standard and designated geographical high cost areas include leave and are provided at enclosures 2a-2b. Implementation of CY 03 fees must occur between 1 Jan 03 and 12 Jan 03.

a. Fees apply to school age children (1<sup>st</sup>-6<sup>th</sup> or 5<sup>th</sup> grade depending on local elementary school configuration) attending before school, after school, school out, holidays, teacher workdays, and summer programs including "camps".

b. The Army CYS fee policy is based on Department of Defense policy (ref a) and must be implemented consistently within and across installation Management Agency (IMA) Regions. This ensures consistency and predictability of CYS fee structures and procedures for Army patrons as they move from installation to installation and Region to Region.

c. The DoD CY03 fee income ranges in Categories 1 and 2 have been changed to meet current indices of inflation using the DoD Comptroller rates of inflation. These fees apply to families who attend regularly scheduled CDC and SAC Programs. Categories 3-7 remain unchanged.

d. The DoD CY03 fee ranges are at enclosures 1a-b (CDC Fees) and 2a (SAC Fees) respectively.

e. The optional high cost fee range has been extended for areas where it is necessary to pay higher wages in order to compete in the labor market.

f. The COLA option and the high cost options may not be used simultaneously.

g. The percentage of fee increase in the high cost option ranges may not exceed percentage increase in COLA, differential pay or locality pay.

h. Fees for regularly scheduled before and after school programs should be collected in advance of services rendered. The monthly payment plan is recommended to reduce administrative workload. Weekly payment of SA fees is authorized only for camps and documented hardship cases.

2. Army Family Action Plan (AFAP) issue #352 Equitable Child Care Fees, established a special rate for Army patrons with total family income (TFI) below an established level. This special fee in CY03 will apply Army-wide to all school-age patrons with TFI of \$28,000 or less. The school-age fee for Category 1 patrons will be the minimum weekly fee in each program operating service hour range for Category 1, e.g., when the total week service hours is 20, the patron fee will be \$9.00.

3. Fees for children attending full day kindergarten operated by CYS will be based on the CDC fee policy regardless of program location.

4. Fees for kindergarten children coming to any CYS location before and/or after attending public or private school kindergarten will be based on the Army School-Age fee chart (enclosure 2a) using a rate corresponding to the number of hours of care provided.

5. School-Age (SA) fee ranges include meals and snacks and are based on broad time blocks for specified periods regardless of the length of time in attendance, e.g., before school, after school, before and after school, and camps.

a. Patrons in each fee range pay the same amount monthly or semi-monthly (twice per month).

b. School Year (SY) fees should be pro-rated over the 9-month school year.

c. Year Round (YR) fees should be pro-rated over the 12-month school year.

d. All school-age programs will provide breakfast and snacks for all before and/or after and breakfast, lunch and snacks for full day school out days/camps.

6. School-age fees are based on the total number of program operating hours. The total number of operating hours include regular program hours (before only, after only, or before and after), school out days, spring/fall/winter break hours, snow days, etc. CYS will use the Worksheets for Calculating School-Age Fees for the School Year and Summer Camp at enclosures 2c and 2d, respectively.

a. Enclosure 2c will be used to calculate Before Only, After Only, Before and After school program fees. Each type of SA care option fee will be calculated separately, e.g., Before Only. Enclosure 2d will be used to calculate Summer Camp fees.



b. The total number of installation “free” open recreation hours given per month must be factored out of the total operating hours before the fee is selected. (See Worksheets for Calculating School-Age Fees)

c. Before and After fees will not exceed the combined separately calculated before only and after only fees. *Note: Once the B&A fee has been established, follow the CYMS protocol for fee input.*

d. A Before and After (BA) discount of 5% or 10% is authorized for patrons using the Before and After program option. The same discount, if selected, will be applied to all fee categories (Category 1 through Category 6).

e. A completed Sample Before and After School-Age Worksheet is at enclosure 2e.

7. Other factors to consider in the selection of SA fees include, but are not limited to:

a. Operating and programming costs (staff, training, field trips, transportation, food, equipment).

b. School Year 01-02 SA fees charged.

c. Impact of a fee change on patrons.

d. Fees charged in other on and off-post SA and child/youth programs.

8. School-age fee ranges apply to all CYS programs (excluding sports and instructional activities) offered for school-age children during week day parental duty hours, regardless of who operates the program or where the program is located.

a. Fees for school-age children (1<sup>st</sup>-6<sup>th</sup> or 5<sup>th</sup> grade depending on local elementary school configuration) receiving care in child development programs will be based on the School-Age Fee charts at enclosures 2a and 2b.

b. Fees for youth in 7<sup>th</sup> and 8<sup>th</sup> grades (may include 6<sup>th</sup> grade depending on local middle school configuration) needing supervision before school and for extended hours during summer vacations will be charged using the appropriate School-Age Fee Range. *Note: No fees are charged Middle School youth attending CYS after school programs during parental duty hours. See Middle School/Teen Program Policies at enclosure 3.*

c. Child/youth eligibility for CYS programs/camps is based on the grade participants have just completed -- not the new grade they will enter in the fall for the next school year. Example: Children completing 5<sup>th</sup> grade are still considered 5<sup>th</sup> graders for the summer program.

9. Patrons must use DD Form 2652, “Application for Department of Defense Child Care Fees” (enclosure 1c) to document TFI and determine applicable fees.

a. The Basic Allowance for Housing- (BAH) II Chart will be used to compute TFI. BAH on the Leave and Earning Statement (LES) will not be used because it includes locality adjustments (VHA or OHA) not counted as TFI, except as provided under paragraph 9a (3) below.

(1) For all dual military personnel, regardless of where they reside (on or off-post), include only the BAH II (Column 4, Married with Dependents Rate) of the senior ranking member in calculating TFI, disregarding the instructions of DD Form 2652 which will be changed to reflect this new guidance.

(2) For single parents use the BAH II Chart, Column 4, Married with Dependents Rate to calculate TFI.

(3) In areas where the local BAH rate is lower than the BAH II chart rate, the local BAH rate should be used.

(4) Since the BAH II Chart is based on the calendar year, programs will use the 2003 BAH II chart (due for release 1 December 2002) for establishing CY03 TFI and fee categories. The 2003 BAH II chart is (will be) available at local finance offices and website [www.dtic.mil/perdiem/2003bah2.html](http://www.dtic.mil/perdiem/2003bah2.html)

b. Service members will refer to the BAH Type II Chart or local BAH Chart, when lower, to locate the allowances or in-kind amount by pay grade and enter at block 5d on DD Form 2652.

c. Patrons, who do not wish to complete DD Form 2652, providing proof of income, will be charged the Category 6 fee.

10. Total family income (TFI) is defined as all earned income and includes wages, salaries, tips, long-term disability benefits, voluntary salary deferrals, quarters allowances, subsistence allowances, in-kind quarters and subsistence allowances received by military members, and anything else of value, even if not taxable, that was received for providing services. Military specialty pay, (e.g., flight pay, sea pay), should be included in TFI. Income received under the Family Subsistence Supplemental Allowance (FSSA) must be included when calculating TFI. However, patrons receiving Family Subsistence Supplemental Allowance (FSSA) will receive an automatic financial hardship offset to ensure that the FSSA income does not move the patron into a higher fee category. The FSSA offset will be equivalent to the FSSA income, and used only when the inclusion of the FSSA income in TFI moves the patron to a higher fee category. Patrons receiving the FSSA offset should be reported as financial hardship cases on the Fee Review Report. For Army purposes, TFI does not include combat zone pay, hostile fire/imminent danger pay, variable housing allowance (VHA), overseas housing allowance (OHA), child support, alimony or family separation pay.

11. All earned income, as well as minimum BAH and Basic Allowance for Subsistence, will be added to determine TFI. The most recent copy of the spouse's W-2 or a leave and earning statement should be used to verify the income for non-military personnel. Parents' income should be verified annually at the time the new rates go into effect.

12. For blended families, the TFI of the household in which the child spends most of his or her time must be used for TFI. Fees for legally separated families will be supported by a legal separation document or a notarized statement documenting that patron is legally separated.

13. School-Age fees are with two weeks leave and based on a 9-month or 12-month attendance/school year with no fees during their leave and without loss of their school-age space (enclosure 2a-2b).

a. Leave should be given in no less than one-week increments, since smaller increments are difficult to manage administratively.

b. Refunds/reimbursements for leave not taken are not authorized.

c. Leave can not be accumulated from year to year.

14. Refunds for occasional child absences are not authorized. Facility, staffing and program costs continue even when an individual child is not present.

15. During summer months the CYS before/after school program will become a "camp" with expanded hours to reflect the primary parental duty day. CYS school-age summer "camps" will:

a. Meet both care needs of working parents and recreational needs of occasional users within a single program setting.

b. Fees for "care" purposes and "recreation" purposes will be the same regardless of who provides the care/service.

c. Charge all summer "camp" patrons fees in accordance with the SA fee policy regardless of purpose (care or recreation) for attending. All camp patrons in the same fee category will be charged the same amount.

d. Collect fees monthly, semi-monthly, or weekly per the Army SA fee ranges.

e. Generally operate during the same hours as Child Development Centers.

16. The CY03 school-age fee for occasional users is \$1.50 per hour and \$1.75 in high cost areas or a daily rate based on the School-Age Fee Chart at enclosures 2a and 2b. The hourly rate for Category 1 will be \$1.25 for standard and high cost areas.

The hourly fee for occasional users in CY04 will be \$2.00 (standard) and \$2.25 (high cost areas). The CY04 SA hourly fee for occasional users in Category 1 will remain at \$1.50 for standard and high cost areas.

a. Occasional users may be charged a separate fee for field trips, special activities and extended hours that would ordinarily be included in a monthly/semi-monthly rate.

b. Pre-payment cards are authorized as an option to simplify the collection of daily/hourly fees. Programs using CYMS can eliminate the need for prepayment cards. Advanced payments can be entered directly into the computer and charges deducted as appropriate.

17. As part of the annual CYS registration fee, school-age patrons will receive 5-10 hours per month of free "open recreation" during weekday duty hours. "Open recreation" is a generic term for occasional use of the SAS program and includes participation in regularly scheduled SA activities being offered each day within the four service areas: Sport, Fitness and Health; Arts, Leisure and Recreation; Life Skills, Citizenship and Leadership and Academic Support, Mentoring, and Intervention. The quality of program offerings and level of staff supervision is the same regardless of whether participants are attending SA programs on a regular or occasional basis (See reference I).

a. Once an installation has determined the monthly SA fee and how many hours will be offered as" free open recreation, " regularly scheduled SAS users will receive a proportional off-setting "open recreation" discount (ORD). (See enclosures 2c and 2d, Worksheets for Calculating School-Age Fees)

b. Additional hours for occasional users will be charged through a prepaid card purchased monthly or local method of payment.

18. Fees and hours of operation for "open recreation " weekend and evening activities for school age children hours will be locally determined and provided by SAS.

a. "Open recreation" fees and hours of operation will be based on the Child and Youth Services Operations Plan.

b. The framework for weekend and evening "open recreation" program offerings, program quality and level of staff supervision/child accountability remains the same as during the weekday SAS program.

19. Daily/hourly programs for occasional users or specialty camps in conjunction with the full day summer/vacation camp are also authorized if local needs warrant. Fees will be in accordance with SA fee policy.

20. Miscellaneous fees will not be charged. Food, snacks, field trips, supplies, program materials and activities are budgeted expenses.

21. Commanders may establish a local policy for:

a. Patron refunds for unexpected, prolonged absenteeism due to serious illness or family emergency.

b. Fees for documented financial hardship cases.

22. Late pick-up fees are authorized. The CY03 family late fee is \$1.00 per minute or a maximum of \$15.00 per CYS site, (e.g., if a patron has a child in CDC 1, CDC 2 and SA annex, the late fee will be assessed and paid to each site). The facility director or designee may waive or modify the late pick-up fee for extenuating circumstances. Commanders may establish local policies for consistent and repeated late pick-up offenders, e.g., other child care placement options.

## Calendar Year 2003 Army Weekly Fee Ranges for School-Age Programs

### STANDARD COST AREA

**Average Hours Per Week During Entire School Year (Including Spring/Winter/Fall Camps,  
School Out Days, Snow Days, Etc.) \***

For Programs Operating:	5-10 Hours/Week (Avg of 1-2 Factored Hrs/Day)	11-20 Hrs/Week (Avg of 2-4 Hrs/Day) Range	21-30 Hrs/Week (4-6 Hrs/Day) Range	31-40 Hrs/Week (6-8 Hrs/Day) Range	41-60 Hrs/Week (8-12 Hrs/Day) Range
Cat I (\$0-\$28,000)	\$ 4	\$ 9	\$ 18	\$ 26	\$ 34
Cat II (\$28,001-\$34,000)	\$ 6 - \$13	\$13 - \$26	\$25 - \$40	\$37 - \$53	\$49 - \$79
Cat III (\$34,001-\$44,000)	\$ 7 - \$16	\$14 - \$32	\$27 - \$48	\$40 - \$64	\$52 - \$96
Cat IV (\$44,001-\$55,000)	\$ 8 - \$18	\$17 - \$36	\$33 - \$54	\$48 - \$72	\$64 - \$108
Cat V (\$55,001-\$70,000)	\$ 9 - \$21	\$20 - \$43	\$39 - \$63	\$57 - \$84	\$75 - \$126
Cat VI (\$70,001+)	\$11 - \$24	\$24 - \$48	\$45 - \$72	\$67 - \$96	\$89 - \$144

NOTE: Rates are rounded upward to the nearest dollar.

\* Use Weekly to Monthly Conversion Chart to convert to Monthly and Semi-Monthly Rates (With Leave Credit) for Traditional (9-Month) School, Year-Round (12-Month) School and 3-Month Summer Camp Programs. No extra/additional fees for before, after or before/after patrons are authorized.

### OPTIONAL HIGH COST AREA OR COLA ADJUSTMENT OPTION

**Average Hours Per Week During Entire School Year (Including Spring/Winter/Fall Camps,  
School Out Days, Snow Days, Etc.) \***

For Programs Operating:	5-10 Hours/Week (1-2 Hrs/Day) Range	11-20 Hrs/Week (2-4 Hrs/Day) Range	21-30 Hrs/Week (4-6 Hrs/Day) Range	31-40 Hrs/Week (6-8 Hrs/Day) Range	41-60 Hrs/Week (8-12 Hrs/Day) Range
Cat I (\$0-\$28,000)	\$ 4	\$ 9	\$ 18	\$ 26	\$ 34
Cat II (\$28,001 - \$34,000)	\$ 6 - \$14	\$13 - \$28	\$24 - \$43	\$36 - \$57	\$48 - \$85
Cat III (\$34,001 - \$44,000)	\$ 7 - \$17	\$15 - \$34	\$29 - \$51	\$43 - \$68	\$57 - \$102
Cat IV (\$44,001 - \$55,000)	\$ 8 - \$19	\$18 - \$39	\$35 - \$58	\$52 - \$78	\$69 - \$116
Cat V (\$55,001 - \$70,000)	\$ 10 - \$22	\$21 - \$44	\$40 - \$66	\$60 - \$88	\$79 - \$132
Cat VI (\$70,001+)	\$11 - \$24	\$23 - \$49	\$46 - \$73	\$68 - \$98	\$89 - \$146

NOTE: Rates are rounded upward to the nearest dollar.

For Cat I -- Recommend fees be within the Standard Cost Area weekly fee range rather than using the High Cost Area or Cost of Living Adjustment Option.

\* Use Weekly to Monthly Conversion Chart to convert to Monthly and Semi-Monthly Rates (With Leave Credit) for Traditional (9-Month) School, Year-Round (12-Month) School and 3-Month Summer Camp Programs

# Calendar Year 2003 Army School-Age Fees (With Meals) -- Weekly to Monthly Conversion Chart

9-MONTH WITH 2-WEEK LEAVE (Wkly x 4.33 Wks x 9 Mo / 8.5 Mo)			12-MONTH WITH 2-WEEK LEAVE (Wkly x 52.14 Wks / 11.5 Mo)			3-MONTH SUMMER CAMP (Wkly x 4.33 Wks)		
DoD Weekly	Army Monthly	Army Semi-Monthly	DoD Weekly	Army Monthly	Army Semi-Monthly	DoD Weekly	Army Monthly	Army Semi-Monthly
\$ 4	\$ 18	\$ 9	\$ 4	\$ 18	\$ 9	\$ 4	\$ 17	\$ 9
\$ 5	\$ 23	\$ 12	\$ 5	\$ 23	\$ 12	\$ 5	\$ 22	\$ 11
\$ 6	\$ 28	\$ 14	\$ 6	\$ 27	\$ 14	\$ 6	\$ 26	\$ 13
\$ 7	\$ 32	\$ 16	\$ 7	\$ 32	\$ 16	\$ 7	\$ 30	\$ 15
\$ 8	\$ 37	\$ 19	\$ 8	\$ 36	\$ 18	\$ 8	\$ 35	\$ 18
\$ 9	\$ 41	\$ 21	\$ 9	\$ 41	\$ 21	\$ 9	\$ 39	\$ 20
\$ 10	\$ 46	\$ 23	\$ 10	\$ 45	\$ 23	\$ 10	\$ 43	\$ 22
\$ 11	\$ 50	\$ 25	\$ 11	\$ 50	\$ 25	\$ 11	\$ 48	\$ 24
\$ 12	\$ 55	\$ 28	\$ 12	\$ 54	\$ 27	\$ 12	\$ 52	\$ 26
\$ 13	\$ 60	\$ 30	\$ 13	\$ 59	\$ 30	\$ 13	\$ 56	\$ 28
\$ 14	\$ 64	\$ 32	\$ 14	\$ 63	\$ 32	\$ 14	\$ 61	\$ 31
\$ 15	\$ 69	\$ 35	\$ 15	\$ 68	\$ 34	\$ 15	\$ 65	\$ 33
\$ 16	\$ 73	\$ 37	\$ 16	\$ 73	\$ 37	\$ 16	\$ 69	\$ 35
\$ 17	\$ 78	\$ 39	\$ 17	\$ 77	\$ 39	\$ 17	\$ 74	\$ 37
\$ 18	\$ 83	\$ 42	\$ 18	\$ 82	\$ 41	\$ 18	\$ 78	\$ 39
\$ 19	\$ 87	\$ 44	\$ 19	\$ 86	\$ 43	\$ 19	\$ 82	\$ 41
\$ 20	\$ 92	\$ 46	\$ 20	\$ 91	\$ 46	\$ 20	\$ 87	\$ 44
\$ 21	\$ 96	\$ 48	\$ 21	\$ 95	\$ 48	\$ 21	\$ 91	\$ 46
\$ 22	\$ 101	\$ 51	\$ 22	\$ 100	\$ 50	\$ 22	\$ 95	\$ 48
\$ 23	\$ 105	\$ 53	\$ 23	\$ 104	\$ 52	\$ 23	\$ 100	\$ 50
\$ 24	\$ 110	\$ 55	\$ 24	\$ 109	\$ 55	\$ 24	\$ 104	\$ 52
\$ 25	\$ 115	\$ 58	\$ 25	\$ 113	\$ 57	\$ 25	\$ 108	\$ 54
\$ 26	\$ 119	\$ 60	\$ 26	\$ 118	\$ 59	\$ 26	\$ 113	\$ 57
\$ 27	\$ 124	\$ 62	\$ 27	\$ 122	\$ 61	\$ 27	\$ 117	\$ 59
\$ 28	\$ 128	\$ 64	\$ 28	\$ 127	\$ 64	\$ 28	\$ 121	\$ 61
\$ 29	\$ 133	\$ 67	\$ 29	\$ 131	\$ 66	\$ 29	\$ 126	\$ 63
\$ 30	\$ 138	\$ 69	\$ 30	\$ 136	\$ 68	\$ 30	\$ 130	\$ 65
\$ 31	\$ 142	\$ 71	\$ 31	\$ 141	\$ 71	\$ 31	\$ 134	\$ 67
\$ 32	\$ 147	\$ 74	\$ 32	\$ 145	\$ 73	\$ 32	\$ 139	\$ 70
\$ 33	\$ 151	\$ 76	\$ 33	\$ 150	\$ 75	\$ 33	\$ 143	\$ 72
\$ 34	\$ 156	\$ 78	\$ 34	\$ 154	\$ 77	\$ 34	\$ 147	\$ 74
\$ 35	\$ 160	\$ 80	\$ 35	\$ 159	\$ 80	\$ 35	\$ 152	\$ 76
\$ 36	\$ 165	\$ 83	\$ 36	\$ 163	\$ 82	\$ 36	\$ 156	\$ 78
\$ 37	\$ 170	\$ 85	\$ 37	\$ 168	\$ 84	\$ 37	\$ 160	\$ 80
\$ 38	\$ 174	\$ 87	\$ 38	\$ 172	\$ 86	\$ 38	\$ 165	\$ 83
\$ 39	\$ 179	\$ 90	\$ 39	\$ 177	\$ 89	\$ 39	\$ 169	\$ 85
\$ 40	\$ 183	\$ 92	\$ 40	\$ 181	\$ 91	\$ 40	\$ 173	\$ 87
\$ 41	\$ 188	\$ 94	\$ 41	\$ 186	\$ 93	\$ 41	\$ 178	\$ 89
\$ 42	\$ 193	\$ 97	\$ 42	\$ 190	\$ 95	\$ 42	\$ 182	\$ 91
\$ 43	\$ 197	\$ 99	\$ 43	\$ 195	\$ 98	\$ 43	\$ 186	\$ 93
\$ 44	\$ 202	\$ 101	\$ 44	\$ 199	\$ 100	\$ 44	\$ 191	\$ 96
\$ 45	\$ 206	\$ 103	\$ 45	\$ 204	\$ 102	\$ 45	\$ 195	\$ 98
\$ 46	\$ 211	\$ 106	\$ 46	\$ 209	\$ 105	\$ 46	\$ 199	\$ 100
\$ 47	\$ 215	\$ 108	\$ 47	\$ 213	\$ 107	\$ 47	\$ 204	\$ 102
\$ 48	\$ 220	\$ 110	\$ 48	\$ 218	\$ 109	\$ 48	\$ 208	\$ 104
\$ 49	\$ 225	\$ 113	\$ 49	\$ 222	\$ 111	\$ 49	\$ 212	\$ 106
\$ 50	\$ 229	\$ 115	\$ 50	\$ 227	\$ 114	\$ 50	\$ 217	\$ 109

After you select a DOD Weekly Fee from the Weekly Chart, use this chart: (1) To select a Rate Plan (9-Month With 1-Week Leave, etc.); and (2) To correctly convert the Weekly Fee to Monthly/Semi-Monthly Rates

# Calendar Year 2003 Army School-Age Fees (With Meals) -- Weekly to Monthly Conversion Chart

9-MONTH WITH 2-WEEK LEAVE (Wkly x 4.33 Wks x 9 Mo / 8.5 Mo)			12-MONTH WITH 2-WEEK LEAVE (Wkly x 52.14 Wks / 11.5 Mo)			3-MONTH SUMMER CAMP (Wkly x 4.33 Wks)		
DoD Weekly	Army Monthly	Army Semi-Monthly	DoD Weekly	Army Monthly	Army Semi-Monthly	DoD Weekly	Army Monthly	Army Semi-Monthly
\$ 51	\$ 234	\$ 117	\$ 51	\$ 231	\$ 116	\$ 51	\$ 221	\$ 111
\$ 52	\$ 238	\$ 119	\$ 52	\$ 236	\$ 118	\$ 52	\$ 225	\$ 113
\$ 53	\$ 243	\$ 122	\$ 53	\$ 240	\$ 120	\$ 53	\$ 229	\$ 115
\$ 54	\$ 248	\$ 124	\$ 54	\$ 245	\$ 123	\$ 54	\$ 234	\$ 117
\$ 55	\$ 252	\$ 126	\$ 55	\$ 249	\$ 125	\$ 55	\$ 238	\$ 119
\$ 56	\$ 257	\$ 129	\$ 56	\$ 254	\$ 127	\$ 56	\$ 242	\$ 121
\$ 57	\$ 261	\$ 131	\$ 57	\$ 258	\$ 129	\$ 57	\$ 247	\$ 124
\$ 58	\$ 266	\$ 133	\$ 58	\$ 263	\$ 132	\$ 58	\$ 251	\$ 126
\$ 59	\$ 270	\$ 135	\$ 59	\$ 268	\$ 134	\$ 59	\$ 255	\$ 128
\$ 60	\$ 275	\$ 138	\$ 60	\$ 272	\$ 136	\$ 60	\$ 260	\$ 130
\$ 61	\$ 280	\$ 140	\$ 61	\$ 277	\$ 139	\$ 61	\$ 264	\$ 132
\$ 62	\$ 284	\$ 142	\$ 62	\$ 281	\$ 141	\$ 62	\$ 268	\$ 134
\$ 63	\$ 289	\$ 145	\$ 63	\$ 286	\$ 143	\$ 63	\$ 273	\$ 137
\$ 64	\$ 293	\$ 147	\$ 64	\$ 290	\$ 145	\$ 64	\$ 277	\$ 139
\$ 65	\$ 298	\$ 149	\$ 65	\$ 295	\$ 148	\$ 65	\$ 281	\$ 141
\$ 66	\$ 303	\$ 152	\$ 66	\$ 299	\$ 150	\$ 66	\$ 286	\$ 143
\$ 67	\$ 307	\$ 154	\$ 67	\$ 304	\$ 152	\$ 67	\$ 290	\$ 145
\$ 68	\$ 312	\$ 156	\$ 68	\$ 308	\$ 154	\$ 68	\$ 294	\$ 147
\$ 69	\$ 316	\$ 158	\$ 69	\$ 313	\$ 157	\$ 69	\$ 299	\$ 150
\$ 70	\$ 321	\$ 161	\$ 70	\$ 317	\$ 159	\$ 70	\$ 303	\$ 152
\$ 71	\$ 326	\$ 163	\$ 71	\$ 322	\$ 161	\$ 71	\$ 307	\$ 154
\$ 72	\$ 330	\$ 165	\$ 72	\$ 326	\$ 163	\$ 72	\$ 312	\$ 156
\$ 73	\$ 335	\$ 168	\$ 73	\$ 331	\$ 166	\$ 73	\$ 316	\$ 158
\$ 74	\$ 339	\$ 170	\$ 74	\$ 336	\$ 168	\$ 74	\$ 320	\$ 160
\$ 75	\$ 344	\$ 172	\$ 75	\$ 340	\$ 170	\$ 75	\$ 325	\$ 163
\$ 76	\$ 348	\$ 174	\$ 76	\$ 345	\$ 173	\$ 76	\$ 329	\$ 165
\$ 77	\$ 353	\$ 177	\$ 77	\$ 349	\$ 175	\$ 77	\$ 333	\$ 167
\$ 78	\$ 358	\$ 179	\$ 78	\$ 354	\$ 177	\$ 78	\$ 338	\$ 169
\$ 79	\$ 362	\$ 181	\$ 79	\$ 358	\$ 179	\$ 79	\$ 342	\$ 171
\$ 80	\$ 367	\$ 184	\$ 80	\$ 363	\$ 182	\$ 80	\$ 346	\$ 173
\$ 81	\$ 371	\$ 186	\$ 81	\$ 367	\$ 184	\$ 81	\$ 351	\$ 176
\$ 82	\$ 376	\$ 188	\$ 82	\$ 372	\$ 186	\$ 82	\$ 355	\$ 178
\$ 83	\$ 381	\$ 191	\$ 83	\$ 376	\$ 188	\$ 83	\$ 359	\$ 180
\$ 84	\$ 385	\$ 193	\$ 84	\$ 381	\$ 191	\$ 84	\$ 364	\$ 182
\$ 85	\$ 390	\$ 195	\$ 85	\$ 385	\$ 193	\$ 85	\$ 368	\$ 184
\$ 86	\$ 394	\$ 197	\$ 86	\$ 390	\$ 195	\$ 86	\$ 372	\$ 186
\$ 87	\$ 399	\$ 200	\$ 87	\$ 394	\$ 197	\$ 87	\$ 377	\$ 189
\$ 88	\$ 403	\$ 202	\$ 88	\$ 399	\$ 200	\$ 88	\$ 381	\$ 191
\$ 89	\$ 408	\$ 204	\$ 89	\$ 404	\$ 202	\$ 89	\$ 385	\$ 193
\$ 90	\$ 413	\$ 207	\$ 90	\$ 408	\$ 204	\$ 90	\$ 390	\$ 195
\$ 91	\$ 417	\$ 209	\$ 91	\$ 413	\$ 207	\$ 91	\$ 394	\$ 197
\$ 92	\$ 422	\$ 211	\$ 92	\$ 417	\$ 209	\$ 92	\$ 398	\$ 199
\$ 93	\$ 426	\$ 213	\$ 93	\$ 422	\$ 211	\$ 93	\$ 403	\$ 202
\$ 94	\$ 431	\$ 216	\$ 94	\$ 426	\$ 213	\$ 94	\$ 407	\$ 204
\$ 95	\$ 436	\$ 218	\$ 95	\$ 431	\$ 216	\$ 95	\$ 411	\$ 206
\$ 96	\$ 440	\$ 220	\$ 96	\$ 435	\$ 218	\$ 96	\$ 416	\$ 208
\$ 97	\$ 445	\$ 223	\$ 97	\$ 440	\$ 220	\$ 97	\$ 420	\$ 210
\$ 98	\$ 449	\$ 225	\$ 98	\$ 444	\$ 222	\$ 98	\$ 424	\$ 212
\$ 99	\$ 454	\$ 227	\$ 99	\$ 449	\$ 225	\$ 99	\$ 429	\$ 215
\$ 100	\$ 458	\$ 229	\$ 100	\$ 453	\$ 227	\$ 100	\$ 433	\$ 217
\$ 101	\$ 463	\$ 232	\$ 101	\$ 458	\$ 229	\$ 101	\$ 437	\$ 219

After you select a DOD Weekly Fee from the Weekly Chart, use this chart: (1) To select a Rate Plan (9-Month With 1-Week Leave, etc.); and (2) To correctly convert the Weekly Fee to Monthly/Semi-Monthly Rates



# Calendar Year 2003 Army School-Age Fees (With Meals) -- Weekly to Monthly Conversion Chart

9-MONTH WITH 2-WEEK LEAVE (Wkly x 4.33 Wks x 9 Mo / 8.5 Mo)			12-MONTH WITH 2-WEEK LEAVE (Wkly x 52.14 Wks / 11.5 Mo)			3-MONTH SUMMER CAMP (Wkly x 4.33 Wks)		
DoD Weekly	Army Monthly	Army Semi-Monthly	DoD Weekly	Army Monthly	Army Semi-Monthly	DoD Weekly	Army Monthly	Army Semi-Monthly
\$ 102	\$ 468	\$ 234	\$ 102	\$ 462	\$ 231	\$ 102	\$ 442	\$ 221
\$ 103	\$ 472	\$ 236	\$ 103	\$ 467	\$ 234	\$ 103	\$ 446	\$ 223
\$ 104	\$ 477	\$ 239	\$ 104	\$ 472	\$ 236	\$ 104	\$ 450	\$ 225
\$ 105	\$ 481	\$ 241	\$ 105	\$ 476	\$ 238	\$ 105	\$ 455	\$ 228
\$ 106	\$ 486	\$ 243	\$ 106	\$ 481	\$ 241	\$ 106	\$ 459	\$ 230
\$ 107	\$ 491	\$ 246	\$ 107	\$ 485	\$ 243	\$ 107	\$ 463	\$ 232
\$ 108	\$ 495	\$ 248	\$ 108	\$ 490	\$ 245	\$ 108	\$ 468	\$ 234
\$ 109	\$ 500	\$ 250	\$ 109	\$ 494	\$ 247	\$ 109	\$ 472	\$ 236
\$ 110	\$ 504	\$ 252	\$ 110	\$ 499	\$ 250	\$ 110	\$ 476	\$ 238
\$ 111	\$ 509	\$ 255	\$ 111	\$ 503	\$ 252	\$ 111	\$ 481	\$ 241
\$ 112	\$ 513	\$ 257	\$ 112	\$ 508	\$ 254	\$ 112	\$ 485	\$ 243
\$ 113	\$ 518	\$ 259	\$ 113	\$ 512	\$ 256	\$ 113	\$ 489	\$ 245
\$ 114	\$ 523	\$ 262	\$ 114	\$ 517	\$ 259	\$ 114	\$ 494	\$ 247
\$ 115	\$ 527	\$ 264	\$ 115	\$ 521	\$ 261	\$ 115	\$ 498	\$ 249
\$ 116	\$ 532	\$ 266	\$ 116	\$ 526	\$ 263	\$ 116	\$ 502	\$ 251
\$ 117	\$ 536	\$ 268	\$ 117	\$ 530	\$ 265	\$ 117	\$ 507	\$ 254
\$ 118	\$ 541	\$ 271	\$ 118	\$ 535	\$ 268	\$ 118	\$ 511	\$ 256
\$ 119	\$ 546	\$ 273	\$ 119	\$ 540	\$ 270	\$ 119	\$ 515	\$ 258
\$ 120	\$ 550	\$ 275	\$ 120	\$ 544	\$ 272	\$ 120	\$ 520	\$ 260
\$ 121	\$ 555	\$ 278	\$ 121	\$ 549	\$ 275	\$ 121	\$ 524	\$ 262
\$ 122	\$ 559	\$ 280	\$ 122	\$ 553	\$ 277	\$ 122	\$ 528	\$ 264
\$ 123	\$ 564	\$ 282	\$ 123	\$ 558	\$ 279	\$ 123	\$ 533	\$ 267
\$ 124	\$ 569	\$ 285	\$ 124	\$ 562	\$ 281	\$ 124	\$ 537	\$ 269
\$ 125	\$ 573	\$ 287	\$ 125	\$ 567	\$ 284	\$ 125	\$ 541	\$ 271
\$ 126	\$ 578	\$ 289	\$ 126	\$ 571	\$ 286	\$ 126	\$ 546	\$ 273
\$ 127	\$ 582	\$ 291	\$ 127	\$ 576	\$ 288	\$ 127	\$ 550	\$ 275
\$ 128	\$ 587	\$ 294	\$ 128	\$ 580	\$ 290	\$ 128	\$ 554	\$ 277
\$ 129	\$ 591	\$ 296	\$ 129	\$ 585	\$ 293	\$ 129	\$ 559	\$ 280
\$ 130	\$ 596	\$ 298	\$ 130	\$ 589	\$ 295	\$ 130	\$ 563	\$ 282

After you select a DOD Weekly Fee from the Weekly Chart, use this chart: (1) To select a Rate Plan (9-Month With 1-Week Leave, etc.); and (2) To correctly convert the Weekly Fee to Monthly/Semi-Monthly Rates

## WORKSHEET FOR CALCULATING SCHOOL-AGE FEES (SCHOOL YEAR)

INSTALLATION NAME:

DATE:

**Subprogram Type Being Calculated (Circle One):**    \*Before School Only    \*After School Only    \* Before & After School

Do this exercise for all three subprograms and carefully analyze results and relationships! Does your B&A program equal the sum of your Before Only and After Only programs -- or do you offer a "discount rate" for signing up for both Before and After?

1A. Length of school year	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>	weeks	
1B. # hours this subprogram operates in <b>average day</b>	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>		<b>total hrs/day</b>
1C. Average hours operation per week (Multiply 1B by 5)	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>	hrs/week	
1D. Multiply 1A by 1C			<div style="border: 1px solid black; width: 80px; height: 20px;"></div> hrs/school year
2A. Estimated # days when full day service is needed: (Teacher In-Service, School Vacations, Etc)	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>	days/school year	
2B. # <b>extra hours</b> needed for this subprogram each day	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>	<b>extra hrs/day</b>	
2C. Multiple 2A by 2B			<div style="border: 1px solid black; width: 80px; height: 20px;"></div> hrs/school year
3A. Estimated # early dismissal days (Weather, Etc)	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>	days/school year	
3B. # <b>extra hours</b> needed for this subprogram each day	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>	<b>extra hrs/day</b>	
3C. Multiple 3A by 3B			<div style="border: 1px solid black; width: 80px; height: 20px;"></div> hrs/school year
4A. Sub-Total (Add: 1D + 2C + 3C)			= <div style="border: 1px solid black; width: 80px; height: 20px;"></div> hrs/school year
5A. # Federal Holidays (SA program closed)	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>	days/school year	
5B. # of <b>daily hours</b> not used for each Federal Holiday	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>	<b>total hrs/day</b>	
5C. Multiply 5A by 5B			<div style="border: 1px solid black; width: 80px; height: 20px;"></div> hrs/school year
6A. # free Open Rec Hours offered each month (5-10 Hrs)	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>	free hours/month	
6B. Enter the time period covered (9 or 12 months)	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>	months in this session	
6C. Multiply 6A by 6B			<div style="border: 1px solid black; width: 80px; height: 20px;"></div>
7A. Total Hours Per School Year (Subtract: 4A minus 5C minus 6C)			= <div style="border: 1px solid black; width: 80px; height: 20px;"></div> hrs/school year
8A. <b>Average Hours Per Week (Divide: 7A divided by 1A - rounded)</b>			= <div style="border: 1px solid black; width: 80px; height: 20px;"></div> avg hrs/week

**Use the following charts to complete the rest of this form:**

**School Year 01-02 Army Weekly Fee Ranges for School-Age Programs (Enclosure 2a)**

**School Year 01-02 Army School-Age Fees (With Meals)-Weekly to Monthly Conversion Chart (Enclosure 2b)**

- 9A. Go to Enclosure 2a. Select a **Fee Option**. (Circle your choice below)  
 (Only use the Optional High Cost Area/COLA option if your installation is designated a "high cost area.")  
 \*Standard Cost Area      \*Optional High Cost Area/COLA Option
- 9B. Use Enclosure 2a. Select a **Weekly Rate** from within the approved ranges for each Income Category. Enter these Weekly Rates in the first column of the following chart:

		Weekly Rate	Monthly Rate	Semi-Monthly Rate
		From Encl 2a-b	From Encl 2a-b	From Encl 2a-b
Category I (\$0-\$28,000)				
Category II (\$28,001-\$34,000)				
Category III (\$34,001-\$44,000)				
Category IV (\$44,001-\$55,000)				
Category V (\$55,001- \$70,000)				
Category VI (\$70,001+)				

- 9C. Go to Enclosure 2b. Select the Rate Plan that matches the time period in 6B above. (Circle your choice below).  
 \*9-Month With 2-Week Leave      \*12-Month With 2-Week Leave
- 9D. Use Enclosure 2b. Go to the section for the rate plan you selected in 9C. Convert your weekly rates into monthly and semimonthly rates. Enter your selections in the remaining columns in the chart at 8B above.

**Consider the following when selecting your Weekly Rate:**

- Operational costs such as: staff salaries, training costs, transportation, field trips, food, equipment, supplies, etc.
- Balancing impact on parents and achievement of school-age program financial goals.
- Comparison with similar on-post CDS and YS program rates.
- Comparison with similar off post programs and programs offered by other military services in the area.

## WORKSHEET FOR CALCULATING SCHOOL-AGE FEES (CAMP)

INSTALLATION NAME:

DATE:

Subprogram Type Being Calculated: \* **Camp**

- 1A. Length of camp session  weeks
- 1B. # hours this subprogram operates in **average day**  **total hrs/day**
- 1C. Average hours operation per week (Multiply 1B by 5)  hrs/week
- 1D. Multiply 1A by 1C  hrs/session
- 
- 2A. # Federal Holidays (SA program closed)  days/session
- 2B. # of **daily hours** not used for each Federal Holiday  **total hrs/day**
- 2C. Multiply 2A by 2B  hrs/session
- 3A. Sub-Total (Subtract: 1D minus 2C) =  hrs/session
- 
- 4A. # other days this SA subprogram is closed (Training Holiday, Etc)  days/session
- 4B. # of **daily hours** not used for each additional closure  **total hrs/day**
- 4C. Multiply 4A by 4B  hrs/session
- 
- 5A. # free Open Rec Hours offered each month (5-10 Hrs)  free hours/month
- 5B. Enter the time period covered (3 months)  months in this session
- 5C. Multiply 6A by 6B
- 6A. Total Hours Per Camp Session (Subtract: 3A minus 4C minus 5C) =  hrs/session
- 7A. **Average Hours Per Week (Divide: 6A divided by 1A - rounded)** =  avg hrs/week

**Use the following charts to complete the rest of this form:**

**School Year 01-02 Army Weekly Fee Ranges for School-Age Programs (Enclosure 2a)**

**School Year 01-02 Army School-Age Fees (With Meals)-Weekly to Monthly Conversion Chart (Enclosure 2b)**

8A. Go to Enclosure 2a. Select a **Fee Option**. (Circle your choice below)

(Only use the Optional High Cost Area/COLA option if your installation is designated a "high cost area.")

**\*Standard Cost Area**

**\*Optional High Cost Area/COLA Option**

8B. Use Enclosure 2a. Select a **Weekly Rate** from within the approved ranges for each Income Category. Enter these Weekly Rates in the first column of the following chart:

- Category I (\$0-\$28,000)
- Category II (\$28,001-\$34,000)
- Category III (\$34,001-\$44,000)
- Category IV (\$44,001-\$55,000)
- Category V (\$55,001-\$70,000)
- Category VI (\$70,001+)

Weekly Rate	Monthly Rate	Semi-Monthly Rate
From Encl 2a-b	From Encl 2a-b	From Encl 2a-b

8C. Use Enclosure 2b. Go to the section for the 3-Month Summer Camp plan. Convert your weekly rates into monthly and semimonthly rates. Enter your selections in the remaining columns in the chart at 8B above.

**Consider the following when selecting your Weekly Rate:**

- Operational costs such as: staff salaries, training costs, transportation, field trips, food, equipment, supplies, etc.
- Balancing impact on parents and achievement of school-age program financial goals.
- Comparison with similar on-post CDS and YS program rates.
- Comparison with similar off post programs and programs offered by other military services in the area.

# WORKSHEET FOR CALCULATING SCHOOL-AGE FEES (SCHOOL YEAR)

INSTALLATION NAME:

Fort Sample

DATE:

Subprogram Type Being Calculated (Circle One): \* Before & After School \*Before School Only \*After School Only

Do this exercise for all three subprograms and carefully analyze results and relationships! Does your B&A program equal the sum of your Before Only and After Only programs -- or do you offer a "discount rate" for signing up for both Before and After?

1A. Length of school year	39	weeks	
1B. # hours this subprogram operates in <b>average day</b>	5		<b>total hrs/day</b>
1C. Average hours operation per week (Multiply 1B by 5)	25	hrs/week	
1D. Multiply 1A by 1C			975 hrs/school year
2A. Estimated # days when full day service is needed: (Teacher In-Service, School Vacations, Etc)	27	days/school year	
2B. # <b>extra hours</b> needed for this subprogram each day	7	<b>extra hrs/day</b>	
2C. Multiple 2A by 2B			189 hrs/school year
3A. Estimated # early dismissal days (Weather, Etc)	5	days/school year	
3B. # <b>extra hours</b> needed for this subprogram each day	3	<b>extra hrs/day</b>	
3C. Multiple 3A by 3B			15 hrs/school year
4A. Sub-Total (Add: 1D + 2C + 3C)			= 1,179 hrs/school year
5A. # Federal Holidays (SA program closed)	9	days/school year	
5B. # of <b>daily hours</b> not used for each Federal Holiday	5	<b>total hrs/day</b>	
5C. Multiply 5A by 5B			45 hrs/school year
6A. # free Open Rec Hours offered each month (5-10 Hrs)	10	free hours/month	
6B. Enter the time period covered (9 or 12 months)	9	months in this session	
6C. Multiply 6A by 6B			90
7A. Total Hours Per School Year (Subtract: 4A minus 5C minus 6C)			= 1,044 hrs/school year
8A. Average Hours Per Week (Divide: 7A divided by 1A - rounded)			= 27 avg hrs/week

**Use the following charts to complete the rest of this form:**

**School Year 02-03 Army Weekly Fee Ranges for School-Age Programs (Enclosure 2a)**

**School Year 02-03 Army School-Age Fees (With Meals)-Weekly to Monthly Conversion Chart (Enclosure 2b)**

9A. Go to Enclosure 2a. Select a **Fee Option**. (Circle your choice below)

(Only use the Optional High Cost Area/COLA option if your installation is designated a "high cost area.")

\*Standard Cost Area

\*Optional High Cost Area/COLA Option

9B. Use Enclosure 2a. Select a **Weekly Rate** from within the approved ranges for each Income Category. Enter these Weekly Rates in the first column of the following chart:

		Weekly Rate	Monthly Rate	Semi-Monthly Rate
		From Encl 2a-b	From Encl 2a-b	From Encl 2a-b
Category I	(\$0-\$28,000)	\$ 18	\$ 88	\$ 44
Category II	(\$28,001-\$34,000)	\$ 32	\$ 156	\$ 78
Category III	(\$34,001-\$44,000)	\$ 44	\$ 214	\$ 107
Category IV	(\$44,001-\$55,000)	\$ 50	\$ 244	\$ 122
Category V	(\$55,001- \$70,000)	\$ 55	\$ 268	\$ 134
Category VI	(\$70,001+)	\$ 60	\$ 292	\$ 146

9C. Go to Enclosure 2b. Select one Rate Plan. (Circle your choice below).

\*9-Month With 2-Week Leave

\*12-Month With 2-Week Leave

9C. Go to Enclosure 2b. Select the Rate Plan that matches the time period in 6B above. (Circle your choice below).

\*9-Month With 2-Week Leave

\*12-Month With 2-Week Leave

**Consider the following when selecting your Weekly Rate:**

- Operational costs such as: staff salaries, training costs, transportation, field trips, food, equipment, supplies, etc.
- Balancing impact on parents and achievement of school-age program financial goals.
- Comparison with similar on-post CDS and YS program rates.
- Comparison with similar off post programs and programs offered by other military services in the area.

## **CALENDAR YEAR 2003 MIDDLE SCHOOL AND TEEN (MS/T) PROGRAM POLICY**

**BACKGROUND:** Army leadership directed installation CYC programs to expand out of school programs for middle school youth (typically in grades 7-9) who are too old for traditional child care and too young to drive or have jobs and for teens generally in grades 10-12. Program eligibility is based on local grade configuration of middle school and high school, not the age of participants. These programs are intended to offer positive alternatives that will help minimize "at risk" behaviors during parental duty hours. Supplemental funding is provided in MDEP QYDP to offer these supervised activities at no cost other than the CYC registration fee to participants.

### **MIDDLE SCHOOL/TEEN FEE POLICIES:**

#### **1. Calendar Year 2003:**

a. After school programs during weekday duty hours (generally 1400-2000, Monday through Friday) will be offered at no cost, other than the CYC registration fee, to eligible middle school youth in grades 7-9 (may include 6<sup>th</sup> grade depending on local middle school configuration) and teens (grades 10-12). Snacks will be provided.

b. School out days will be offered at no cost, other than the CYC registration fee, to eligible middle school youth in grades 6-8 (may include 9<sup>th</sup> grade depending on local middle school configuration) and for teens in grades 9 -12. Meals and snacks will be provided.

c. Fees for youth in grades 6-9 who need supervision before school will be based on the SA fee ranges.

#### **2. Summer Programs 2003:**

a. Summer camps/programs for all middle school youth and high school teens in grades 6-12 will be offered at no cost weekdays after 1300 (generally until 1800). Snacks will be provided.

b. Open recreation programming (using the four Youth Program Service Areas as a framework for program delivery) will be available at no cost weekdays until 2000 hours for middle school youth and teens.

c. Youth eligibility for CYC programs/camps is based on the grade participants have just completed, not the new grade they will enter in the fall for the next school year. Example: Children completing 5<sup>th</sup> grade are still considered 5<sup>th</sup> graders for the summer program.

### 3. Extended Hours:

a. Locally determined fees may be charged for middle school youth and teens for extended hours (generally 0730-1300) supporting summer programs/camps. Meals and snacks will be provided.

b. These programs will be locally determined and provided by Youth Services.

c. Fees and hours of operation will be based on the installation Child and Youth Services Operations Plan.

### 4. Weekend and Special Event Programming:

a. Fees and hours of operation for “open recreation” weekend and special events for middle school youth and teens will be locally determined and provided by Youth Services.

b. Weekend “open recreation” fees and hours of operations will be based on the installation Child and Youth Services Operations Plan.

c. The framework for weekend “open recreation “ program offerings, program quality and the level of staff supervision remains the same as during the weekday MS/T program.

### 5. Family Child Care Services:

a. When Middle School (MS) services are provided by a Family Child Care provider, the provider will be paid a subsidy for up to the same number of MS hours authorized in a CYS facility based program.

b. This option should be used only if CYS facility based program space is not available.

## **FAMILY CHILD CARE (FCC) SUBSIDY POLICY**

**BACKGROUND:** The Military Child Care Act authorizes the use of appropriated funds to establish an FCC subsidy program to address the difference between the true cost of care and the portion paid through parent fees (same as in Child Development Centers). Program dollars for FCC subsidies are specified in the baseline MDEP QCCS. Funds used for FCC subsidies will be accounted for under Army Management System (AMS) Code 27 and are eligible for MWR USA practices. The FCC subsidies are an earned revenue source for providers, (similar to wages for employees) and must be provided consistently throughout the FY and not withdrawn or reduced once in place without corresponding workload reductions, i.e., patron leaves.

### **SUBSIDY POLICIES:**

1. Provisionally and fully certified providers, on and off post, are eligible for subsidies.

2. **REQUIRED DIRECT SUBSIDIES.** The following types of FCC subsidies are required at each installation to ensure Army wide predictability for FCC patrons and providers. Funding for these subsidies is in FY03 MDEP QCCS.

a. **Fee Equity Category 1.** The FCC patrons in Category 1 (\$0-\$28,000) will receive a subsidy (paid directly to the provider) to cover the difference between provider fee and what same patron would pay in the CDC.

b. **Extended Hours Care.** Providers offering care for children of parents who work evenings, unusual hours, weekends, shifts, or over 12 hours per day (mission related) will receive off-setting subsidies for each child served by the provider. This includes late pick-up fees for mission related requirements and expenses related to providers transporting children to the FCC home from other CYS programs/activities before/after normal duty hours.

c. **Long Term Care.** Providers serving children on a 24-hour basis, 15 to 60 days due to an active duty single or dual career parents' temporary absence in support of the military mission, e.g., training exercises, deployment, mobilization, or training will receive a subsidy. The patron should pay the providers' normal full day rate. The subsidy should pay the difference between the normal duty day and the extended hour rate.

d. **Infant/Toddler Homes.** FCC providers operating infant/toddler homes will receive FCC subsidies to offset patron revenue losses due to restricted number of children enrolled, (e.g., three vs. six in multi-age homes) and to avoid charging higher rates to patrons. Note: Subsidy for infant/toddler care in a Multi-Age home is not included in this category. If offered, it should be included as Optional Direct Subsidy Other (see paragraph 3d).

e. Training and Support Services. Providers who attain MHA Star Provider status and who serve as mentors to FCC applicants or newly certified providers and/or as FCC training assistants will receive financial recognition through subsidy funds. The recommended subsidy range is \$40-75 per month as long as the home is operational and the provider is completing the mentoring/training assignments determined by the FCC Director. Note: MHA Star Providers have achieved MHA accreditation and have a Child Development Associate (CDA) credential or an earned Associate or Bachelors Degree in education, child development or a related field.

f. Professional Development. Providers will be given a one-time subsidy award for demonstrating a higher level of competence as evidenced by achieving the Child Development Associate (CDA) or Military Family Child Care Home Accreditation (MHA). The recommended award range is \$500-\$750.

g. Food Cost Reimbursement in CONUS areas. CONUS providers who offer extended hours or long-term care will receive subsidies for non U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) eligible meals. This subsidy applies to providers who offer extended care services in states that routinely interrupt USDA reimbursement due to foster care/residential care designation after 24 hours.

h. Food Cost Reimbursement(s) in OCONUS Areas. Food costs will be reimbursed to FCC providers in OCONUS locations not eligible for reimbursements from the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). Reimbursement rates will be comparable to CONUS locations USDA CACFP rates.

i. Special Needs Care. Subsidy is provided, on a case-by-case basis, if a provider is required by the Special Needs Resource Team (SNRT) to reduce the number of children served due to the acceptance of a special needs child. This subsidy is to replace lost income.

j. Hourly Care. Providers reserving child spaces exclusively for hourly care through agreements with the Army CYS program will receive subsidies for making child spaces available when not used. This subsidy should be based on a documented unmet need for hourly care.

3. OPTIONAL DIRECT SUBSIDIES. Additional subsidies may be offered based on other documented unmet needs, i.e., Category 2 and above, respite care, infant/toddler care, school-age care, sick child care, neighborhood activity homes, etc., to encourage providers to offer these services.

a. Fee Equity Category 2 and above. Where funding permits, a fee equity subsidy for FCC patrons in Category 2 and above is strongly recommended.

b. Respite Care. Subsidy may be provided through MDEP QCCS funds when funding is not available through other Army programs specifically authorized to provide



respite care, i.e., Army Community Service/Family Advocacy. Respite care (e.g., child care to relieve stress associated with deployments, mobilizations, contingencies, high op tempo, child care that is part of a Family Advocacy Treatment Plan, etc.) subsidies should occur on a case- by- case basis. CYS Supplemental Bosnia/Contingency funds may be used for this subsidy, as appropriate.

c. Middle School. Providers who provide Middle School services will be subsidized for the same number of middle school hours authorized free in a facility based CYS program. The use of FCC homes, for Middle School services, must be supported by the Child and Youth Services Operations Plan. Unavailability of Middle School spaces in a facility must be documented in the Child and Youth Services Operations Plan.

d. Other. Other direct subsidies (e.g., infant care in multi-age home) may be offered to increase the availability, maintain the affordability and improve the quality of child care offered in Army Family Child Care homes.

#### 4. REQUIRED INCENTIVES AND SUPPORT (INDIRECT SUBSIDIES).

a. Family Child Care Resource Library. Each installation FCC system will equip and maintain a comprehensive FCC Resource Library that loans FCC Providers materials to be used in the care of the children enrolled. The FCC Resource Library will include a variety of equipment such as strollers, car seats, cribs, developmentally appropriate toys for all CYS age groups, safety and health items (i.e., smoke alarms, safety locks, portable fencing). Expendable supplies (i.e., art and curriculum and paper products that would ordinarily be available to staff in a facility based CYS program) may also be dispersed through the FCC Resource Library.

b. Family Child Care Home Starter Kits. Start-up kits will be provided for new FCC Providers. Kits should include items such as safety devices (e.g., door knob covers, cupboard locks, outlet protectors, fire extinguishers, safety gates), lock boxes, spray bottles, diaper changing pads, diaper pails, bulletin boards, file boxes, receipt books and a daycare recordkeeping calendar.

c. Provider Training during Duty Hours. Training needed for FCC Certification and annual FCC training requirements will generally be offered during the provider's duty day. Child care arrangements will be made within CYS programs e.g., STACC sites, child development centers as necessary at no cost to the provider.

d. Army Risk Management Program (RIMP). The RIMP will provide for the payment of certain claims arising from the provision of child care by FCC providers. Fees for provisional and certified providers to participate in RIMP are centrally funded at the Department of Army.

e. Family Child Care Recognition Items. Recognition items outlined in the Army CDS Recognition Plan (e.g., for training and program accomplishments) will be provided to FCC Providers as outlined.

## 5. OPTIONAL INCENTIVES AND SUPPORT (INDIRECT SUBSIDIES).

a. Marketing Support. Marketing initiatives may be provided to recruit and retain FCC providers as well as promote FCC as a viable and desirable child care option to parents.

b. Professional Development. Subsidies may be provided to cover training costs (i.e., Child Development Associate credential, conferences).

c. Substitute Providers. A pool of providers may be established to care for enrolled children when the FCC provider is unavailable. Substitute providers may be used at no cost to the FCC Provider under locally determined criteria, e.g., medical appointments, family emergencies, illness, vacation periods, "time-off awards".

d. Other indirect subsidies. Other indirect subsidies may be offered to increase the availability, maintain the affordability and improve the quality of child care offered in Army Family Child Care homes.

6. Providers may be eligible for more than one subsidy, e.g., infant subsidy and a Category 1 patron subsidy. Subsidies to FCC providers are a defined source of income that will not be interrupted or discontinued once implemented during a school year or program year.

7. Initiation of required subsidy categories ensures predictability and equity for all patrons. Participation in the required FCC subsidy program will be a condition of certification.

## CALENDAR YEAR (CY) 2003 TEAM SPORTS FEE POLICY

**BACKGROUND:** User fees and charges, in accordance with AR 215-1 are structured to meet management goals, budget requirements, and to sustain the activity. This guidance is provided in an effort to support these criteria and to establish some consistency and predictability for patrons paying team sports activity fees.

### TEAM SPORTS FEE POLICIES:

1. The CY03 CYS Team Sports activity fees ranges are:

CATEGORY	TEAM SPORT	FEE RANGE
A	Soccer Flag Football Cheerleading	\$20-\$50/season per child/youth
B	Baseball Softball Basketball Field Hockey	\$30-\$70/season per child/youth
C	Tackle Football La Crosse Roller Hockey	\$50-\$80/season per child/youth
D	Ice Hockey Competitive Swimming	Fees locally determined should be higher than Category A-C sports

2. Installations must select an activity fee from within the category fee ranges for each sport in the category. The activity fee selected will be charged to all patrons participating in that sport regardless of total family income, rank or civilian grade. Team sports fee ranges will be adjusted in CY04.

3. Patrons who participate in CYS team sports must pay the per child or family CYS registration fee in addition to the team sports activity fee. Team sports participants

should be reminded that they are eligible to use the school-age “open recreation hours” discussed in enclosure 2 and the Middle School/Teen program discussed in enclosure 3.

4. Team sports activity fees should be paid, in full, at the beginning of selected sport season. A season is generally 8-12 weeks.

5. Sports activity fees will include costs of equipment, facilities, fields, and supplies not funded from other sources.

6. A team sports multiple child reduction (MCR) will be given to a family with multiple children (after the first) participating in the same team sport, e.g., the first child pays the full fee with remaining children receiving a selected installation MCR (10%, 15% or 20%) discounts. This discount is called the Team Sports Multiple Child Reduction (TSMCR) discount.

7. Discounts for volunteer coaches' children (CD) participating in any CYS team sport in a given season are authorized as follows:

a. First child (free).

b. Other children (50% MCR).

8. Fees for team sports not listed in sports activity fee chart above will be locally determined.

## FY 03 NAF BUDGET GUIDANCE CHILD AND YOUTH SERVICES OVERVIEW

MDEP: →		OCCS							QYDP				
		Child Development Services / Child & Youth Services Base (CDS/CYS)	Outreach Services - CYS Services & Central Registration (OS-Prog)	Training & Curriculum Specialists (TACS)	Child Development Centers (CDC)	Family Child Care (FCC)	Family Child Care Subsidies (FCC Sub)	School-Age Services (SAS)	Youth Services / Child & Youth Services Base (YS/CYS)	Outreach Services - CYS Services/ Instructional Classes (OS-Svcs)	Training & Program Specialists (TAPS)	Middle School/Teen Programs (MS/Teen)	
APF AMS CODE: →		.25	.28	.22	.21	.24	.27	.26	.33	.32	.29	.34	
JAF PROGRAM/FCA CODE: →		PC	PG	PL	JG	PD	QM	QL	PH	PM	PJ	JM	
JAF DEPARTMENT CODES: ↓													
Used by CDS/SAS Programs:													
72	Part Day Preschool				X								
73	Full Day Care				X								
74	Hourly Care				X								
78	Part Day Care - Misc				X								
7F	Kindergarten				X								
7Q	Before/After School				X								X
Used by SAS/YS Programs:													
14	Snack Bar								X				
5G	Special Events							X	X				X
77	Camps							X					X
7L	Activity Fees								X				
7R	Open Recreation							X	X				
C1	Vending								X				
YS Admin/Support/Multiple Programs:													
44	Instructional Fees									X			
7C	CYS Options/Support		X										
7D	Food Program		X							X			X
F1	Miscellaneous		X							X			X
G1	Administration		X							X			X
GL	Dem.Resources (MWRUSA)	X	X	X	X	X	X	X	X	X	X	X	

### NOTES / DEFINITIONS:

**DS/CYS Base** Includes: 100% of CDS Coordinator/Admin, 60% of CYS Coordinator/Operations Specialist/Admin.

**JS-CYS Programs & Central Registration** Includes: CYS Central Registration, CYS Resource & Referral, Youth Sponsorship, alternative Outreach Care Options (Short-Term Alternative Child Care, Volunteer Child Care in Unit Settings, Babysitter Referral, Mobile CYS Programs, Neighborhood Activity Homes, Parent Co-Ops, off-post Contracted Spaces, etc).

**ACS (Training & Curriculum Specialists)** Includes: Training and technical assistance for CDC/FCC/SPS program staff, FCC providers and specified volunteers.

**DC** Includes: Full Day, Part Day and Hourly care services for children 6 weeks to 10 years of age.

**CC** Includes: FCC program management and USDA reimbursements for providers.

**CC Subsidy** Includes: Direct and indirect subsidies given to FCC providers.

**AS** Includes: Before/after school care, vacation services, drop-in/open recreation and camps for Elementary School children during parental duty hours.

**S/CYS Base** Includes: 100% of YS Director/Admin, 40% of CYS Coordinator/Operations Specialist/Admin, programs and services for children/youth ages 6-18 on weekends and evenings, vending/amusement machines operated by YS programs.

**JS-CYS Services & Instructional Classes** Includes: Instructional Classes, Parent Services/Education (Parent Advisory Council, Resource Library, Newsletters, Parent Training, etc), Outreach Services (Home School Families, Special Needs Resource Team, School Partnerships, Marketing, Boys & Girls Club Affiliation, etc), School Liaison Officer Duties & Functions, Community Service (Promise Passport, Volunteer Management, etc), Grants/Donations (CFC, B&GC, etc), and Special Events.

**APS (Training & Programming Specialists)** Includes: Training and technical assistance for School-Age, Middle School and Teen program assistants and specified volunteers.

**Middle School/Teen** Includes: Before/after school, vacation services, and camps for Middle School/Teens weekdays during parental duty hours. Also includes all weekend/evening activities for children/youth (ages 6-18). Program areas included are Arts, Recreation & Leisure; Life Skills, Citizenship & Leadership Opportunities; Mentoring, Intervention & Support Services.

**Youth Sports/Fitness** Includes: Individual and group "Sports, Fitness and Health Options" for children/youth ages 6-18.

## FY 03 NAF BUDGET GUIDANCE

### CHILD DEVELOPMENT SERVICES (CDS)

Child Development Services / CYS Base (CDS/CYS)	Outreach Services - CYS Services & Central Registration (OS)	Training and Curriculum Specialists (TACS)	Child Development Center Programs (CDC)	Family Child Care Programs (On/Off Post) (FCC)	Family Child Care Subsidies (FCC-Sub)		
PROGRAM CODES*							
PC	PG	PL	JG	PD	QM		
STANDARD DEPARTMENT CODES*						DEPARTMENT CODE TITLE	DEPARTMENT CODE DESCRIPTION (USE THIS CODE FOR INCOME/EXPENSES RELATED TO:)
-	-	-	72	-	-	Part Day Preschool	Exclusive for reporting Part-Day Preschool (PDPS) programs.
-	-	-	73	-	-	Full Day Care	For reporting Full-Day Care programs.
-	-	-	74	-	-	Hourly Care	For reporting Hourly/Drop-In Care programs.
-	-	-	78	-	-	Part Day Care - Misc.	Part-Day Services (other than PDPS and Kindergarten) that are tracked separately. Includes standardized programs for shift workers or volunteers.
-	7C	-	-	-	-	CYS Options / Support	All income/expenses for CYS Resource & Referral, Youth Sponsorship, CYS Outreach Care Options (Short Term Alternative Child Care (STACC), Contracted Spaces, Neighborhood Activity Homes, Parent Co-Ops, Mobile CYS Programs, etc.).
-	7D	-	7D	7D	-	Food Program	Food service operations, USDA payments.
-	-	-	7F	-	-	Kindergarten	Army-operated Kindergarten program. Also includes before and/or after school services for children ages 4-6 who attend Kindergarten (on/off post). Service is provided during the school year and all day on teacher inservice days/school holidays.
-	-	-	7Q	-	-	Before/After School Care	Before and/or After school services for Elementary School children provided during duty hours for the school year and all day on teacher inservice days/school holidays.
-	F1	-	F1	-	-	Miscellaneous	Programs/services not covered by other listed codes.
G1	G1	G1	G1	G1	-	Administration	Program overhead/administration and management. NOTE: Use Program Code PG (OS), Dept Code G1, GLAC 501, to report all CYS registration fees.
GL	GL	GL	GL	GL	-	APF Support - Normal Operations	Reporting all APF-authorized NAF expenses in support of normal operations. The MWR USA process is authorized (see enclosure 8, FY 03 NAF FM operating guidance) as an alternate method of executing APF support. Refer to AR 215-1, Appendix D, Table D-1. for specific expense element authorizations.
GF, GH, GJ	GF, GH, GJ	GF, GH, GJ	GF, GH, GJ	GF, GH, GJ	-	APF Support - Expanded Operations, Security, Emergency Essentialial Civilian	Reporting all APF-authorized NAF expenses for activity that meets the definitions in NAF Financial Management Memorandums 02-01 and 02-02, dated 01 Oct 01, and 09 Nov 01, subject: New NAF Department Codes. See enclosure 8, FY 03 NAF FM Operating Guidance to use MWR USA practice.

\* Budgeting any department code other than those listed on this matrix requires coordination with CFSC-CYS.

Abbreviations: CDC - Child Development Center  
CDS - Child Development Services  
CYS - Child & Youth Services  
FCC - Family Child Care  
FD - Full Day Care

MWR USA - Utilization, Support & Accountability  
PDPS - Part-Day Preschool  
SAS - School-Age Services  
OS - Outreach Services  
TACS - Training & Curriculum Specialist  
TAPS - Training & Programming Specialist  
USDA - United States Department of Agriculture  
YS - Youth Services

<b>School-Age Services (SAS)</b>	<div>FY 03 NAF BUDGET GUIDANCE</div> <div>SCHOOL-AGE SERVICES (SAS)</div>	
PROGRAM CODE		
QL		
STANDARD DEPARTMENT CODES*	DEPARTMENT CODE TITLE	DEPARTMENT CODE DESCRIPTION (USE THIS CODE FOR INCOME/EXPENSES RELATED TO:)
5G	Special Events	Includes one-time special activities such as recitals, fests, etc.
77	Camps	Full/part-day camps offered weekdays during parental duty hours for Elementary School children.
7D		Food service operations, USDA Payments.
	Kindergarten	
7F		Army-operated Kindergarten program. Also includes before and/or after school services for children who attend Kindergarten (on/off post). Service is provided during the school year and all day on teacher in-service days/school holidays.
	Before/After School Care	Before and/or After School services for Elementary School children ages 6-10. Provided during duty hours for the school year and all day on teacher in-service days/school holidays.
7Q		Hourly/drop-in Open Recreation services for Elementary School children ages 6-10 provided during duty hours.
7R	Open Recreation	Programs/services not covered by other listed codes.
F1	Miscellaneous	Program admin, management, general activities. NOTE: Use Program Code PG (OS
G1	Administration	program), GLAC 501, to report all SAS/CYS registration fees.
GL	APF Support – Normal Operations	Reporting all APF-authorized NAF expenses in support of normal operations. The MWR USA process is authorized (see enclosure 8, FY 03 NAF FM Operating Guidance) as an alternate method of executing APF support. Refer to AR 215-1, Appendix D, Table D-1, for specific expense element authorizations.
GF, GH , GJ	APF Support – Expanded Operations, Security, Emergency Essential Civilian	Reporting all APF-authorized NAF expenses for activity that meets the definitions in NAF Financial Management Memorandums 02-01 aand 02-02, dated 01 Oct 01, and 09 Nov 01, subject: New NAF Department Codes. Also, see enclosure 8, FY 03 NAF FM Operating Guidance to use MWR USA Practice.
* Budgeting any department code other than those listed on this matrix requires coordination with CFSC-CYS.		
Abbreviations:		
CDC - Child Development Center	PDPS - Part-Day Preschool	YS - Youth Services
CDS - Child Development Services	SAS - School-Age Services	
CYS - Child & Youth Services	OS - Outreach Services	
FCC - Family Child Care	TACS - Training & Curriculum Specialist	
FD - Full Day Care	TAPS - Training & Programming Specialist	
MWR USA - Utilization, Support & Accountability	USDA - United States Department of Agriculture	
Encl 6		

Youth Services / CYS Base (YS/CYS)	Outreach Services - CYS Programs & Instructional Classes (OS-S)	Training & Programming Specialists (TAPS)	Middle School/Teen Programs (MS/Teen)	Youth Sports & Fitness (S&F)	FY 03 NAF BUDGET GUIDANCE	
PROGRAM CODES					YOUTH SERVICES (YS)	
PH	PM	PJ	JM	JH	DEPARTMENT CODE TITLE	DEPARTMENT CODE DESCRIPTION (USE THIS CODE FOR INCOME/EXPENSES RELATED TO:)
STANDARD DEPARTMENT CODES*						
14	-	-	-	-	Snack Bar	All Snack Bar food and beverage resale operations.
-	44	-	-	-	Instructional Fees	Instructional classes and specialty clinics such as gymnastics, ballet, piano, 3-on-3, etc.
5G	5G	-	5G	5G	Special Events	One-time special activities such as Special Olympics, Teen Discovery, etc.
-	-	-	77	77	Camps	Full/part-day vacation camps for Middle School/Teens and specialty or sports camps for all
					CYS Options / Support	All income/expenses for CYS Outreach Services (Home School Families, School Partnerships, Special Needs Research Team, Marketing, Boys & Girls Club Affiliation, etc) and Parent Services/ Education (Parent Advisory Council, Resource Library, Newsletters, Parent training etc.), Community Service (Promise Passport, Volunteer Management, etc.), grants/donations.
-	7C	-	-	-		
-	-	-	7D		Food Program	Food service operations, USDA Payments
-	-	-	7Q		Before/After School Care	Before and/or After School services for Middle School/Teens provided during duty hours for the school year and all day on teacher in-service days/school holidays.
7L	-	-	-	7L	Activity Fees	Recurring activities such as dances, trips, cultural arts, crafts, hobby/recreation clubs, team sports fees, individual sports fees, etc.
7R	-	-	-	-	Open Recreation	All hourly/drop-in Open Recreation services for children/youth ages 6-18 on weekends and evenings.
C1	-	-	-	-	Vending (Other Than Concession)	Vending/amusement machines operated or managed by YS programs (non-concessionaire).
-	F1	-	F1	F1	Miscellaneous	Programs/services not covered by other listed codes.
G1	G1	G1	G1	G1	Administration	Program overhead/administration and management. NOTE: Use Program Code PG (OS Programs & Central Registration), Dept Code G1, GLAC 501, to report all CYS registration fees.
GL	GL	GL	GL	GL	APF Support - Normal Operations	Reporting all APF-authorized NAF expenses in support of normal operations. The MWR USA process is authorized (see enclosure 8, FY 03 NAF FM operating guidance) as an alternate method of executing APF support. Refer to AR 215-1, Appendix D, Table D-1, for specific expense element authorizations.
GF, GH, GJ	GF, GH, GJ	GF, GH, GJ	GF, GH, GJ	GF, GH, GJ	APF Support - Expanded Operations, Security, Emergency Essentialial Civilian	Reporting all APF-authorized NAF expenses for activity that meets the definitions in NAF Financial Management Memorandums 02-01 and 02-02, dated 01 Oct 01, and 09 Nov 01, subject: New NAF Department Codes. See enclosure 8, FY 03 NAF FM Operating Guidance to use MWR USA practice.
* Budgeting any department code other than those listed on this matrix requires coordination with CFSC-CYS.						
Abbreviations:						
CDC - Child Development Center		MWR USA - Utilization, Support & Accountability		TAPS - Training & Programming Specialist		
CDS - Child Development Services		PDPS - Part-Day Preschool		USDA - United States Department of Agriculture		
CYS - Child & Youth Services		SAS - School-Age Services		YS - Youth Services		
FCC - Family Child Care		OS - Outreach Services				
FD - Full Day Care		TACS - Training & Curriculum Specialist				



## CYS PATRON DISCOUNTS

1. Multiple Child Reduction (MCR) Discount: A multiple child reduction (MCR) discount will be given in all CYS programs except instructional classes and Family Child Care homes. This MCR discount, per Army Family Action Plan (AFAP) issue #352 Equitable Child Care Fees is given to a family with multiple children (after the first) attending CYS programs. The MCR discount will be at least 10%, but not more than 20%, for multiple children after the first and must be applied to the least expensive type(s) of care. Installations will select either a 10%, 15% or 20% MCR. Progressive MCR discounts are not authorized.

2. Team Sports Multiple Child Reduction (TSMCR) Discount: A team sports multiple child reduction (MCR) will be given to a family with multiple children (after the first) participating in the same team sport, i.e., the first child pays the full fee with remaining children in same family receiving the selected installation MCR (10%, 15% or 20%) discounts.

3. Parent Participation Discount (PPD) and Youth Volunteer Discount (YVD): Fees may be reduced or waived for parents or youth who volunteer in CYS programs. Any such reductions must be based on specified criteria, approved by the installation commander, the CYS Parent Advisory Board and the Teen/Youth Council. Fee reductions may not negatively impact CYS financial goals.

a. Child Development Center and School-Age fees may be reduced for parents who volunteer on a regular basis and/or for defined projects. This locally determined parent participation discount (PPD) may be up to 10% in addition to the MCR discount.

b. The Middle School/Teen CYS registration fee and/or special events fees may be reduced or waived when a youth/teen volunteers in a CYS program. This is called the youth volunteer discount (YVD).

4. Open Recreation Discount (ORD): As part of the annual CYS registration fee, School-Age patrons will receive 5-10 hours per month of free "open recreation" during weekday duty hours.

a. "Open recreation" is a generic term for occasional use of the SAS program and includes participation in regularly scheduled SAS activities being offered each day within the four service areas: Sport, Fitness and Health; Arts, Leisure and Recreation; Life Skills, Citizenship and Academic Support, Mentoring, Education and Intervention Services.

b. The quality of program offerings and level of staff supervision is the same regardless of whether participants are attending School-Age programs on a regular or occasional basis.

c. Once an installation has determined the monthly School-Age fee and how many hours will be offered as "free open recreation," regularly scheduled SAS users will receive a proportional off-setting "open recreation" discount (ORD).

5. Coaches Discount (CD): Discounts for CYS volunteer coaches' children (CD) participating in any CYS team sport are authorized as follows:

a. First child (free).

b. Other children in same family, 50% MCR discount.

6. Before and After (BA) Discount: Discount of up to 10% for patrons who use the before and after school program option.

## CY03 Annual Child Development Center (CDC) Fee Review - Installation Report

Region:   
 Installation:

Date:

1. Does your installation use the "High Cost" option:

2. Full-Day Fees:			FY00-01 Monthly Fee	CY03 Monthly Fee	Percent Decrease/ Increase (+ or -)	Number Current Patrons	Percent Current Patrons	Number of Installations Out of Fee Range
Category								
I	\$0	\$28,000						
II	\$28,001	\$34,000						
III	\$34,001	\$44,000						
IV	\$44,001	\$55,000						
V	\$55,001	\$70,000						
VI	\$70,001+							
Total Current Patrons (Sponsors):						0		

3A. CDC Part-Day Fees			CDC Before School	Number Current Patrons	CDC After School	Number Current Patrons	CDC B / A School	Number Current Patrons
Category								
I	\$0	\$28,000						
II	\$28,001	\$34,000						
III	\$34,001	\$44,000						
IV	\$44,001	\$55,000						
V	\$55,001	\$70,000						
VI	\$70,001+							
Total #:								

3B. CDC Part-Day Fees			5 Day Preschool	Number Current Patrons	3 Day Preschool	Number Current Patrons	2 Day Preschool	Number Current Patrons
Category								
I	\$0	\$28,000						
II	\$28,001	\$34,000						
III	\$34,001	\$44,000						
IV	\$44,001	\$55,000						
V	\$55,001	\$70,000						
VI	\$70,001+							
Total #:								

3C. CDC Part-Day Fees			Before/ After Kindergarten	Number Current Patrons	Kindergarten Rate	Number Current Patrons	Other Part-Day Rate	Number Current Patrons
Category								
I	\$0	\$28,000						
II	\$28,001	\$34,000						
III	\$34,001	\$44,000						
IV	\$44,001	\$55,000						
V	\$55,001	\$70,000						
VI	\$70,001	+						
Total #:								

Installation:  
Report Date:

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[illegible]

## Annual Child Development Center (CDC) Fee Review -- Region Summary

Region:

Total # of Installations Reporting:   
Date:

1. Number of installations using "High Cost" options:  Installations

2. Full-Day Fees: (Region Average)			FY00-01 Monthly Fee	CY03 Monthly Fee	Percent Decrease/ Increase (+ or -)	Number Current Patrons	Percent Current Patrons	Number of Installations Out of Fee Range
Category								
I	\$0	\$28,000	\$0	\$0	0%	-	0%	
II	\$28,001	\$34,000	\$0	\$0	0%	-	0%	0
III	\$34,001	\$44,000	\$0	\$0	0%	-	0%	0
IV	\$44,001	\$55,000	\$0	\$0	0%	-	0%	0
V	\$55,001	\$70,000	\$0	\$0	0%	-	0%	0
VI	\$70,001+		\$0	\$0	0%	-	0%	0
			Total Current Patrons (Sponsors):			0	0%	

3A. CDC Part-Day Fees (Region Average)			CDC Before School	Number Current Patrons	CDC After School	Number Current Patrons	CDC B / A School	Number Current Patrons
Category								
I	\$0	\$28,000	\$0	0	\$0	0	\$0	0
II	\$28,001	\$34,000	\$0	0	\$0	0	\$0	0
III	\$34,001	\$44,000	\$0	0	\$0	0	\$0	0
IV	\$44,001	\$55,000	\$0	0	\$0	0	\$0	0
V	\$55,001	\$70,000	\$0	0	\$0	0	\$0	0
VI	\$70001+		\$0	0	\$0	0	\$0	0
			Total #:	0	Total #:	0	Total #:	0

3B. CDC Part-Day Fees (Region Average)			5 Day Preschool	Number Current Patrons	3 Day Preschool	Number Current Patrons	2 Day Preschool	Number Current Patrons
Category								
I	\$0	\$28,000	\$0	0	\$0	0	\$0	0
II	\$28,001	\$34,000	\$0	0	\$0	0	\$0	0
III	\$34,001	\$44,000	\$0	0	\$0	0	\$0	0
IV	\$44,001	\$55,000	\$0	0	\$0	0	\$0	0
V	\$55,001	\$70,000	\$0	0	\$0	0	\$0	0
VI	\$70001+		\$0	0	\$0	0	\$0	0
			Total #:	0	Total #:	0	Total #:	0

3C. CDC Part-Day Fees (Region Average)			Before/ After Kindergarten	Number Current Patrons	Kindergarten Rate	Number Current Patrons	Other Part-Day Rate	Number Current Patrons
Category								
I	\$0	\$28,000	\$0	0	\$0	0	\$0	0
II	\$28,001	\$34,000	\$0	0	\$0	0	\$0	0
III	\$34,001	\$44,000	\$0	0	\$0	0	\$0	0
IV	\$44,001	\$55,000	\$0	0	\$0	0	\$0	0
V	\$55,001	\$70,000	\$0	0	\$0	0	\$0	0
VI	\$70,001	+	\$0	0	\$0	0	\$0	0
			Total #:	0	Total #:	0	Total #:	0

Annual Child Development Center (CDC) Fee Review -- Region Summary (cont)

Region:  
Report Date:

4. CDC Hourly Fees:

- 4A. Number of installations using Army flat rate  Installations  
Number of installations not implementing Army flat hourly rate  -  Installations
- 4B. Number of installations giving Multiple Child Discount in Hourly Program:  Installations

5. Number of installations that implemented CY03 DoD Fee Policy Revision by 1 JAN 03:  Installations  
Number of installations that implemented CY03 DoD Fee Policy Revision by 15-JAN-03:  Installations  
Number of installations that implemented CY03 DoD Fee Policy Revision after 15-JAN-03:  Installations  
Number of installations that have not implemented the CY03 DoD Fee Policy Revision:  Installations

List of locations that have not implemented the CY03 DoD Fee Policy Revision as of this Report Date:

- |     |  |
|-----|--|
| 1.  |  |
| 2.  |  |
| 3.  |  |
| 4.  |  |
| 5.  |  |
| 6.  |  |
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| 9.  |  |
| 10. |  |
| 11. |  |
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| 14. |  |
| 15. |  |
| 16. |  |
| 17. |  |
| 18. |  |
| 19. |  |
| 20. |  |

6. Local Options:

- 6A. Number of installations giving Multiple Child Discounts in Full-Day/Part-Day Programs:  Installations
- 6B. Number installations selecting  % 10%  % 15%  % 20%
- 6C. Number of "Hardship Considerations" granted 1 Mar 02 - 1 Mar 03 this Region:  Families

Annual Child Development Center (CDC) Fee Review -- Region Summary (cont)

Region:  
Report Date:

6D. Number of installations basing fees on "COLA" only:   % Average % Increase

List of locations that used the "COLA" only:

1.	
2.	
3.	
4.	
5.	
6.	
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10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

6E. Number of installations using "High Cost" option:  Installations

List of locations that used the "High Cost" option this year:

1.	
2.	
3.	
4.	
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6.	
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11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

Annual Child Development Center (CDC) Fee Review -- Region Summary (cont)

Region:  
Report Date:

- 7. Number of CY02 Patrons in Category 2 that moved to Category 1 due to the expansion of Category 1 to \$28,000
- 8. Number of dual career patrons moved to a lower Fee Category based on the change in calculating TFI


9. Region Position/Comments:

--



## Annual School-Age (SA) Care Fee Review -- Installation Report

Region:

Installation:

Installation POC (Name, Title):

Date:

DSN Phone:

E-mail address:

1. Is this Installation in a "High Cost" Area?

2A. SA Before & After School Fees:			FY01-02 Monthly Fee	CY03 Monthly Fee	Percent Decrease/ Increase (+ or -)	Number Current Patrons	Percent Current Patrons
Category							
I	\$0	\$28,000			0%		0%
II	\$28,001	\$34,000			0%		0%
III	\$34,001	\$44,000			0%		0%
IV	\$44,001	\$55,000			0%		0%
V	\$55,001	\$70,000			0%		0%
VI	\$70,001	+			0%		0%
Total Current Patrons (Sponsors):						0	0%

2B. SA Before School Only Fees:			FY01-02 Monthly Fee	CY03 Monthly Fee	Percent Decrease/ Increase (+ or -)	Number Current Patrons	Percent Current Patrons
Category							
I	\$0	\$28,000			0%		0%
II	\$28,001	\$34,000			0%		0%
III	\$34,001	\$44,000			0%		0%
IV	\$44,001	\$55,000			0%		0%
V	\$55,001	\$70,000			0%		0%
VI	\$70,001	+			0%		0%
Total Current Patrons (Sponsors):						0	0%

2C. SA After School Only Fees:			FY01-02 Monthly Fee	CY03 Monthly Fee	Percent Decrease/ Increase (+ or -)	Number Current Patrons	Percent Current Patrons
Category							
I	\$0	\$28,000			0%		0%
II	\$28,001	\$34,000			0%		0%
III	\$34,001	\$44,000			0%		0%
IV	\$44,001	\$55,000			0%		0%
V	\$55,001	\$70,000			0%		0%
VI	\$70,001	+			0%		0%
Total Current Patrons (Sponsors):						0	0%

2D. SA Camp Fees (Full Day):			FY01-02 Monthly Fee	CY03 Monthly Fee	Percent Decrease/ Increase (+ or -)	Number Current Patrons	Percent Current Patrons
Category							
I	\$0	\$28,000			0%		0%
II	\$28,001	\$34,000			0%		0%
III	\$34,001	\$44,000			0%		0%
IV	\$44,001	\$55,000			0%		0%
V	\$55,001	\$70,000			0%		0%
VI	\$70,001	+			0%		0%
Total Current Patrons (Sponsors):						0	0%

## Annual School-Age (SA) Care Fee Review -- Installation Report (page 2)

Installation:

Report Date:

3. School-Age Part-Day Fees: Category			Before/ After Kindergarten	Number Current Patrons	Kindergarten Program Rate	Number Current Patrons	Other Part-Day Rate	Number Current Patrons
I	\$0	\$28,000						
II	\$28,001	\$34,000						
III	\$34,001	\$44,000						
IV	\$44,001	\$55,000						
V	\$55,001	\$70,000						
VI	\$70,001	+						
Total #:				0		0		0

### 4. Daily:

4A. Do you charge a Daily Rate for any School-Age Services?

4B. Is a Daily Rate Multiple Child Discount Offered:

5A. On what date did you implement the CY03 DoD Fee Policy Revision?

5B. Was the SY01-02 Fee schedule used in SY01-02?

### 6. Local Options:

6A. Was a Multiple Child Discount offered in your Before and/or After School, Kindergarten, or Camp Programs?

6B. Which of the following "Leave" options did you use to set your rates?

9-Month Programs	<input type="text"/>
3-Month Programs	<input type="text"/>
12-Month Programs	<input type="text"/>

6C. What were the average number of hours used per day per child during school year?

Before School Only	<input type="text"/>
After School Only	<input type="text"/>
Before & After Both	<input type="text"/>
Overall Average	<input type="text"/>

6D. How many Hardship Considerations were granted at this Installation this year?  Families  
(At the end of this worksheet, please list the "Total Family Income" and "Reason for Special Consideration" for each case.)

6E. Was the "COLA Option" selected?

<input type="text"/>
<input type="text"/>

## Annual School-Age (SA) Care Fee Review -- Installation Report (page 3)

Installation:

Report Date:

7. **Installation Comments:** In the block below please type any relevant comments about your Installation SA Program.

Annual School-Age (SA) Care Fee Review -- Installation Report (page 4)

Installation:  
Report Date:

Please list the following information for each Hardship Family (DO NOT include names):

Total Family Income	Please enter reason for each Special Hardship Consideration granted
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.
11.	11.
12.	12.
13.	13.
14.	14.
15.	15.
16.	16.
17.	17.
18.	18.
19.	19.
20.	20.
21.	21.
22.	22.
23.	23.
24.	24.
25.	25.
26.	26.
27.	27.
28.	28.
29.	29.
30.	30.
31.	31.
32.	32.
33.	33.
34.	34.
35.	35.
36.	36.
37.	37.
38.	38.
39.	39.
40.	40.
41.	41.
42.	42.
43.	43.
44.	44.
45.	45.
46.	46.
47.	47.
48.	48.
49.	49.
50.	50.

## Annual School-Age (SA) Care Fee Review --Region Summary

REGION:

Total # of Installations Reporting:   
Date:

1. Number of installations using "High Cost" options:  - Installations

2A. SA Before & After School Fees:			FY00-01 Monthly Fee	CY03 Monthly Fee	Percent Decrease/ Increase (+ or -)	Number Current Patrons	Percent Current Patrons
Category							
I	\$0	\$28,000	\$0	\$0	0%	0	0%
II	\$28,001	\$34,000	\$0	\$0	0%	0	0%
III	\$34,001	\$44,000	\$0	\$0	0%	0	0%
IV	\$44,001	\$55,000	\$0	\$0	0%	0	0%
V	\$55,001	\$70,000	\$0	\$0	0%	0	0%
VI	\$70,001	+	\$0	\$0	0%	0	0%
Total Current Patrons (Sponsors):						0	0%

2B. SA Before School Only Fees:			FY00-01 Monthly Fee	CY03 Monthly Fee	Percent Decrease/ Increase (+ or -)	Number Current Patrons	Percent Current Patrons
Category							
I	\$0	\$28,000	\$0	\$0	0%	0	0%
II	\$28,001	\$34,000	\$0	\$0	0%	0	0%
III	\$34,001	\$44,000	\$0	\$0	0%	0	0%
IV	\$44,001	\$55,000	\$0	\$0	0%	0	0%
V	\$55,001	\$70,000	\$0	\$0	0%	0	0%
VI	\$70,001	+	\$0	\$0	0%	0	0%
Total Current Patrons (Sponsors):						0	0%

2C. SA After School Only Fees:			FY00-01 Monthly Fee	CY03 Monthly Fee	Percent Decrease/ Increase (+ or -)	Number Current Patrons	Percent Current Patrons
Category							
I	\$0	\$28,000	\$0	\$0	0%	0	0%
II	\$28,001	\$34,000	\$0	\$0	0%	0	0%
III	\$34,001	\$44,000	\$0	\$0	0%	0	0%
IV	\$44,001	\$55,000	\$0	\$0	0%	0	0%
V	\$55,001	\$70,000	\$0	\$0	0%	0	0%
VI	\$70,001	+	\$0	\$0	0%	0	0%
Total Current Patrons (Sponsors):						0	0%

2D. SA Camp Fees (Full Day):			FY00-01 Monthly Fee	CY03 Monthly Fee	Percent Decrease/ Increase (+ or -)	Number Current Patrons	Percent Current Patrons
Category							
I	\$0	\$28,000	\$0	\$0	0%	0	0%
II	\$28,001	\$34,000	\$0	\$0	0%	0	0%
III	\$34,001	\$44,000	\$0	\$0	0%	0	0%
IV	\$44,001	\$55,000	\$0	\$0	0%	0	0%
V	\$55,001	\$70,000	\$0	\$0	0%	0	0%
VI	\$70,001	+	\$0	\$0	0%	0	0%
Total Current Patrons (Sponsors):						0	0%

## Annual School-Age (SA) Care Fee Review -- Region Report (page 2)

Region:  
Report Date:

3. School-Age Part-Day Fees: Category			Before/ After Kindergarten	Number Current Patrons	Kindergarten Program Rate	Number Current Patrons	Other Part-Day Rate	Number Current Patrons
I	\$0	\$28,000	\$0	0	\$0	0	\$0	0
II	\$28,001	\$34,000	\$0	0	\$0	0	\$0	0
III	\$34,001	\$44,000	\$0	0	\$0	0	\$0	0
IV	\$44,001	\$55,000	\$0	0	\$0	0	\$0	0
V	\$55,001	\$70,000	\$0	0	\$0	0	\$0	0
VI	\$70,001	+	\$0	0	\$0	0	\$0	0
Total #:				0		0		0

### 4. Daily:

- 4A. Number of Installations with a Daily Rate for any School-Age Services:  Average Daily Rate:
- 4B. Number of Installations offering a Daily Rate Multiple Child Discount:  Average Discount:
- 5A. Number of installations that implemented CY03 DoD Fee Policy Revision by 1 Jan 03:   
 Number of installations that implemented CY03 DoD Fee Policy Revision by 15 Jan 03:   
 Number of installations that have not implemented the CY03 DoD Fee Policy Revision:

List of locations that have not implemented the CY03 DoD Fee Policy Revision as of this Report Date:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
16.
17.
18.
19.
20.

- 5B. Number of Installations using the SY01-02 Fee Schedule in SY01-02?

# Annual School-Age (SA) Care Fee Review -- Region Report (page 3)

Region  
Report Date:

## 6 Local Options

6A. Number of Installations offering a Multiple Child Discount in Before and/or After School, Kindergarten:

Average Discount:

6B. Number of installations using the "With 2 Week Leave Rate in 9-month Programs:  
Number of installations using the "With 2 Week Leave Rate in 3-month Programs:  
Number of installations using the "With 2 Week Leave Rate in 12-month Programs:

# of Installations


6C. Weighted average number of hours used per day per child during school year:

	Patrons	Hours
Before School Only	<input type="text"/>	<input type="text"/>
After School Only	<input type="text"/>	<input type="text"/>
Before & After Both	<input type="text"/>	<input type="text"/>
Overall Average	<input type="text"/>	<input type="text"/>

6D. Number of "Hardship Considerations" granted this year for this Region:

Families

6E. Number of installations basing fees on "COLA" only:

0%

% Increase

List of locations that used the "COLA" only:

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

Annual School-Age (SA) Care Fee Review -- Region Report (page 4)

Region  
Report Date:

6E. Number of installations using "High Cost" option:

Installations

List of locations that used the "High Cost" option this year:

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	



**7. Region Position/Comments:**

## CHILD YOUTH SERVICES TEAM SPORTS FEE REPORT

REGION  
Installation  
Date  
POC  
DSN  
Email


Category	Team Sport	Full Fee Charged (Dollars Per Child/Youth Per Season)	Number of Children/Youth Paying Full Fee (no discount)	Number of Children/Youth receiving the MCR discount	Number Of Coaches' First Child/Youth (Fee Waived)	Number of Coach's Other Children/Youth (50% discount)
A	Soccer					
	Flag Football					
	Cheerleading					
B	Baseball					
	Basketball					
	Field Hockey					
C	Tackle Football					
	La Crosse					
	Roller Hockey					
D	Ice Hockey					
	Competitive Swimming					
Other						

What is your Team Sport Multiple Child Reduction discount (%)?	
----------------------------------------------------------------	--

## CY 03 (1st QUARTER) FCC SUBSIDY FEE REPORT

NAME OF INSTALLATION

TOTAL NUMBER OF PROVIDERS IN 1st QUARTER (Cumulative total of provisional and fully certified providers on and off post including FCC HOP homes in the 1st quarter)

1. REQUIRED DIRECT SUBSIDIES. Provide the amount distributed during 1st quarter and the number of different recipients. A definition for subsidy categories is below.

REQUIRED	FCC	
DIRECT SUBSIDIES	Providers	YTD\$
A) Fee Equity Cat 1		
B) Extended Hours Care		
C) Long Term Care		
D) Infant/Toddler Homes		
E) Training and Support Services		
F) Professional Development		
G) Food Cost (CONUS) Areas		
H) Food Cost (OCONUS) Areas		
I) Special Needs Care		
J) HourlyCare		
<b>TOTAL</b>		<b>0</b>

**Fee Equity Cat 1.** The FCC patrons in Category 1 (\$0-\$28,000) will receive a subsidy (paid directly to the provider) to cover the difference between provider fee and what same patron would pay in the CDC.

**Extended Hours Care.** Providers offering care for children of parents who work evenings, unusual hours, weekends, shifts, or over 12 hours per day (mission related) will receive off-setting subsidies for each child served by the provider. This includes late pick-up fees for mission related requirements and expenses related to providers transporting children to the FCC home from other CYS programs/activities before/after normal duty hours.

**Long Term Care.** Providers serving children on a 24-hour basis, 15 to 60 days due to an active duty single or dual career parents' temporary absence in support of the military mission, e.g., training exercises, deployment, mobilization, or training will receive a subsidy. The patron should pay the provider's normal full day rate. The subsidy should pay the difference between the normal duty day and the extended hour rate.

**Infant/Toddler Homes.** FCC providers operating Infant/Toddler homes will receive FCC subsidies to offset patron revenue losses due to restricted number of children enrolled, (e.g., three vs. six in multi-age homes) and to avoid charging higher rates to patrons. Note: Subsidy for infant/toddler care in a Multi-Age Home is not included in this category. If offered, it should be included as Optional Subsidy Other.

NAME OF INSTALLATION

0

**REQUIRED DIRECT SUBSIDIES (CONT.)**

**Training and Support Services.** Providers who attain MHA Star Provider status and who serve as mentors to FCC applicants or newly certified providers and/or as FCC training assistants will receive financial recognition through subsidy funds. The recommended subsidy range is \$40-75 per month as long as the home is operational and the provider is completing the mentoring/training assignments determined by the FCC Director. Note: MHA Star Providers have achieved MHA accreditation and have a Child Development Associate (CDA) credential or an earned Associate or Bachelors Degree in education, child development or a related field.

**Professional Development.** Providers will be given a one-time subsidy award for demonstrating a higher level of competence as evidenced by achieving the Child Development Associate (CDA) or Military Family Child Care Home Accreditation (MHA). The recommended award range is \$500-\$750.

**Food Cost Reimbursement in CONUS areas.** CONUS providers who offer extended hours or long-term care will receive subsidies for non U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) eligible meals. This subsidy applies to providers who offer extended care services in states that routinely interrupt CACFP reimbursement due to foster care/residential care designation after 24 hours.

**Food Cost Reimbursement in OCONUS Areas.** Food costs will be reimbursed to FCC providers in OCONUS locations not eligible for USDA CACFP. Reimbursement rates will be comparable to CONUS locations USDA CACFP rates.

**Special Needs Care.** Subsidy is provided, on a case-by-case basis, if a provider is required by the Special Needs Resource Team (SNRT) to reduce the number of children served due to the acceptance of a special needs child. This subsidy is to replace lost income.

**Hourly Care.** Providers reserving child spaces exclusively for hourly care through agreements with the Army CYS program will receive subsidies for making child spaces available when not used. This subsidy should be based on a documented need for hourly

NAME OF INSTALLATION:

0

**2. OPTIONAL DIRECT SUBSIDIES.** The following subsidies are authorized on an optional basis. Provide the amount distributed during 1st quarter and the number of different recipients.

OPTIONAL	FCC	
DIRECT SUBSIDIES	Providers	YTD\$
A) Fee Equity Cat 2 and above		
B) Respite Care		
C) Middle School		
D) Other (Describe Below)		0
<b>TOTAL</b>		<b>0</b>

**Fee Equity Category 2 and above.** Where funding permits, a fee equity subsidy for FCC patrons in Category 2 and above is strongly recommended.

**Respite Care.** Subsidy may be provided through MDEP QCCS funds when funding is not available through other Army programs specifically authorized to provide respite care, i.e., Army Community Service/Family Advocacy. Respite care (e.g., child care to relieve stress associated with deployments, mobilizations, contingencies, high op tempo, child care that is part of a Family Advocacy Treatment Plan, etc.) subsidies should occur on a case- by- case basis. CYS Supplemental Bosnia/Contingency funds may be used for this subsidy, as appropriate.

**Middle School.** Providers who provide Middle School services will be subsidized for the same number of middle school hours authorized free in a facility based CYS program. The use of FCC homes for Middle School services must be supported by the ICYAP. Unavailability of Middle School spaces in a facility must be documented on the ICYAP.

**Other.** Other direct subsidies (e.g., infant care in multi-age home) may be offered to increase the availability, maintain the affordability and improve the quality of child care offered in Army Family Child Care homes.

NAME OF INSTALLATION:

0

**3. REQUIRED INDIRECT SUBSIDIES.** Provide amount expended 1st quarter and number of different recipients.

REQUIRED INDIRECT SUBSIDIES	FCC	
	Providers	YTD\$
A) Resource Library	0	
B) Starter Kits		
C) Training During Duty Hours		
D) Army Risk Management Program (RIMP)		
E) FCC Recognition Items		
<b>TOTAL</b>		<b>\$ -</b>

**Family Child Care Resource Library.** Each installation FCC system will equip and maintain a comprehensive FCC Resource Library that loans FCC Providers materials to be used in the care of the children enrolled. The FCC Resource Library will include a variety of equipment such as strollers, car seats, cribs, developmentally appropriate toys for all CYS age groups, safety and health items (i.e., smoke alarms, safety locks, portable fencing). Expendable supplies (i.e., art and curriculum and paper products that would ordinarily be available to staff in a facility based CYS program) may also be dispersed through the FCC Resource Library. Note: Because all certified providers are eligible to use FCC Resource Library, all are counted.

**Family Child Care Home Starter Kits.** Start-up kits will be provided for new FCC Providers. Kits should include items such as safety devices (e.g., door knob covers, cupboard locks, outlet protectors, fire extinguishers, safety gates), lock boxes, spray bottles, diaper changing pads, diaper pails, bulletin boards, file boxes, receipt books and a daycare recordkeeping calendar.

**Provider Training During Duty Hours.** Training needed for FCC Certification and annual FCC training requirements will generally be offered during the provider's duty day. Child care arrangements will be made within CYS programs e.g., STACC sites, child development centers as necessary at no cost to the provider.

**Army Risk Management Program (RIMP).** The RIMP will provide for the payment of certain claims arising from the provision of child care by FCC providers. Fees for provisional and certified providers to participate in RIMP are centrally funded at the Department of Army.

**Family Child Care Recognition Items.** Recognition items outlined in the Army CDS Recognition Plan (e.g., for training and program accomplishments) will be provided to FCC Providers as outlined.

NAME OF INSTALLATION:

0

4. OPTIONAL INDIRECT SUBSIDIES. Provide amount expended 1st quarter and number of diferent recepients.

OPTIONAL INDIRECT SUBSIDIES	FCC	
	Providers	YTD\$
A) Marketing Support	0	
B) Professional Development		
C) Substitute Providers		
D) Other Indirect Subsidies (Describe below)		
TOTAL		\$ -

**Marketing Support.** Marketing initiatives may be provided to recruit and retain FCC providers as well as promote FCC as a viable and desirable child care option to parents.

**Professional Development.** Subsidies may be provided to cover training costs (i.e., Child Development Associate credential, conferences).

**Substitute Providers.** A pool of providers may be established to care for enrolled children when the FCC provider is unavailable. Substitute providers may be used at no cost to the FCC Provider under locally determined criteria, e.g., medical appointments, family emergencies, illness, vacation periods, "time-off awards".

**Other indirect subsidies.** Other indirect subsidies may be offered to increase the availability, maintain the affordability and improve the quality of child care offered in Army Family Child Care homes.

NAME OF INSTALLATION:

0

5. During the 1st Qtr did you spend subsidy money to meet emergency and contingency conditions.

☐ Yes

☐ No

If Yes, please describe (e.g., which subsidy categories, how much spent, any unusual circumstances.)

6. During the reporting period, have subsidies been interrupted or discontinued?

☐ Yes

☐ No

If Yes, please describe.

7. Please comment about the effectiveness of the FCC subsidy program at your installation.

8. If your installation does not offer any form of direct subsidy, please explain the reason(s) why it is not available.



ARMY CHILD DEVELOPMENT PROGRAMS  
SCHOOL YEAR 01-02 FEE IMPACT DATA

A. NUMBER AND PERCENTAGE OF FULL DAY PATRONS BY CATEGORY:

<u>CAT I</u>	<u>CAT II</u>	<u>CAT III</u>	<u>CAT IV</u>	<u>CAT V</u>	<u>CAT VI</u>
1025/8%	3805/29%	2466/19%	2362/18%	1728/13%	1695/13%

B. IMPACT ON INCOME AS REFLECTED BY FINANCIAL STATEMENTS:

	<u>1<sup>ST</sup> QUARTER 01</u>	<u>1<sup>ST</sup> QUARTER 02</u>
REVENUE GENERATED	\$13,092,550	\$14,410,715

C. AVERAGE ARMY FEES:

(1) AVERAGE ARMY WEEKLY/MONTHLY FEE 2001-2002 BY CATEGORY:

	<u>CAT I</u>	<u>CAT II</u>	<u>CAT III</u>	<u>CAT IV</u>	<u>CAT V</u>	<u>CAT VI</u>
WEEKLY FEE	\$ 42	\$ 58	\$ 69	\$ 82	\$ 97	\$110
MONTHLY FEE	\$181	\$253	\$298	\$356	\$422	\$475

(2) OVERALL WEEKLY WEIGHTED AVERAGE (Fees weighted by numbers of patrons in individual categories)

\$73 (with two weeks leave credit)

D. NUMBER OF HARDSHIP PROVISIONS GRANTED:

Army Total at Implementing Sites: 172

E. INSTALLATIONS USING HIGH COST/COLA OPTIONS: 15

HIGH COST

Fort Belvoir, VA  
Fort Hamilton, NY  
Fort Irwin, CA  
Fort McPherson  
Fort Meade, MD  
Fort Monmouth, NJ  
Fort Myer, VA  
Picatinny Arsenal, NJ  
Cold Regions Research and Engineering Lab, NH

COLA

Fort Wainwright, AK  
Fort Richardson, AK  
U.S. Army Garrison, HI

ARMY SCHOOL-AGE PROGRAMS  
SCHOOL YEAR 01-02 FEE IMPACT DATA

A. NUMBER AND PERCENTAGE OF BEFORE & AFTER SCHOOL PATRONS BY INCOME CATEGORY: (Note: Data is provided on patrons who use both before and after services, those who only use before school services and those who only use after school services. Patrons are counted under only one of these three categories. Full day camp (during summer and school vacations) is a mix of before/afterschool children and some children who only use school-age programs during vacation periods).

	<u>CAT I</u>	<u>CAT II</u>	<u>CAT III</u>	<u>CAT IV</u>	<u>CAT V</u>	<u>CAT VI</u>
Before & After	243/6%	999/24%	857/21%	718/17%	673/16%	677/16%
Before Only	47/8%	144/24%	151/25%	102/17%	97/16%	62/10%
After Only	183/5%	679/20%	697/23%	687/20%	554/16%	521/15%
FD Camp	434/6%	1288/19%	1278/19%	1220/18%	1070/16%	1390/21%

B. IMPACT ON INCOME AS REFLECTED BY FINANCIAL STATEMENTS:

	<u>1<sup>ST</sup> QUARTER 01</u>	<u>1<sup>ST</sup> QUARTER 02</u>
REVENUE GENERATED	\$2,911,209	\$3,255,092

C. AVERAGE ARMY FEES:

(1) AVERAGE ARMY WEEKLY/MONTHLY FEE 2001-2002 BY CATEGORY:

		<u>CAT I</u>	<u>CAT II</u>	<u>CAT III</u>	<u>CAT IV</u>	<u>CAT V</u>	<u>CAT VI</u>
Before & After	Weekly Fee	\$ 18	\$ 31	\$ 37	\$ 42	\$ 48	\$ 52
	Monthly Fee	\$ 80	\$135	\$161	\$184	\$208	\$225
Before Only	Weekly Fee	\$ 9	\$ 17	\$ 19	\$ 21	\$ 24	\$ 27
	Monthly Fee	\$ 40	\$ 73	\$ 84	\$ 91	\$ 105	\$ 117
After Only	Weekly Fee	\$ 12	\$ 18	\$ 22	\$ 26	\$ 31	\$ 34
	Monthly Fee	\$ 50	\$ 79	\$ 96	\$112	\$135	\$147
FD Camp	Weekly Fee	\$ 29	\$ 46	\$ 57	\$ 61	\$ 76	\$ 79
	Monthly Fee	\$125	\$201	\$246	\$264	\$329	\$343

ARMY SCHOOL-AGE PROGRAMS  
SCHOOL YEAR 01-02 FEE IMPACT DATA  
(Continued)

(2) OVERALL WEEKLY WEIGHTED AVERAGE (Fees weighted by number of patrons in individual income categories).

Before & After:	\$ 40 per week
Before Only:	\$ 20 per week
After Only:	\$ 25 per week
Full Day Camp:	\$ 67 per week

D. NUMBER OF HARDSHIP PROVISIONS GRANTED:

Army Total at Implementing Sites: 69

E. INSTALLATIONS USING HIGH COST/COLA OPTIONS: 15

HIGH COST

Fort Belvoir, VA  
Fort Dix, NJ  
Fort Hamilton, NY  
Fort Irwin, CA  
Fort McPherson, GA  
Fort Meade, MD  
Fort Monmouth, NJ  
Fort Myer, VA  
Picatinny Arsenal, NJ  
Presidio of Monterey, CA  
Walter Reed Army Medical Center, DC  
West Point, NY

COLA

Fort Richardson, AK  
Fort Wainwright, AK  
U.S. Army Garrison, HI

F. AVERAGE HOURS PER CHILD DURING SCHOOL YEAR:

Before & After	5.0 Hours/Day
Before Only	2.3 Hours/Day
After Only	3.0 Hours/Day